

NICS-RPS Privacy Notice

Data Controller Name: Department for the Economy
Address: Adelaide House, 39-49 Adelaide Street, Belfast, BT2 8FD
Telephone: 028 90257562
Email: RPSNIPortal@economy-ni.gov.uk

Why are you processing my personal information?

To assess the validity of redundancy and insolvency claims to pay out any redundancy and insolvency payments due.

NI Redundancy Payments Service (RPS) operates under the Redundancy and Insolvency provisions of the Employment Rights (Northern Ireland) Order 1996. Under this legislation RPS is able to process claims from employees who have been made redundant and whose employers are unable or unwilling to make redundancy related payments. RPS make payments from the National Insurance Fund on behalf of the Secretary of State.

When a claimant submits an application for redundancy or insolvency payments, they are agreeing to the use and sharing of their personal information for the purpose of processing their claim. This may include sharing information with other government bodies, former employers, and their authorised representatives.

What categories of personal data are we processing?

Personal data collected may include name, title, address, date of birth, National Insurance number, contact details, bank account information, employment start and end dates, wage records, details of holiday pay owed, and any outstanding wage arrears.

NI Redundancy Payments Service (RPS) operates under the Redundancy and Insolvency provisions of the Employment Rights (Northern Ireland) Order 1996 which is a statutory guarantee from Government where a company becomes insolvent that they are paid redundancy and insolvency payments due. Special category personal data, such as information relating to periods of maternity leave or sickness absence, may be included within wage records provided to the Redundancy Payments Service (RPS). These records are supplied either by the claimant or the appointed Insolvency Practitioner as part of the redundancy claims process. This information is necessary to assess and process the claim and is submitted as part of the application.



Where do you get my personal data from?

Information is obtained from the claimant or the legally appointed Insolvency Practitioner.

Do you share my personal data with anyone else?

RPS request benefit information from the Department for Communities to be able to process pay in lieu of notice payments.

RPS also contact (for Directors and related family members) HMRC to request a detailed report on the national insurance paid to help in determining employee status so that redundancy can be paid. If a claimant decides to go to an Industrial Tribunal and RPS are joined in the proceedings, RPS share information with the Tribunals Office and sometimes the Departmental Solicitors Office if the case is complex (e.g. TUPE situations).

Do you transfer my personal data to other countries?

No, we do not transfer your personal data to other countries.

How long do you keep my personal data?

We will retain your data for seven years in line with the Department's Retention and Disposal Schedule and in line with legal and regulatory requirements.

Claimants have the right to withdraw their application at any time by contacting the Redundancy Payments Service (RPS). If an application is withdrawn, no further processing of the claim will take place however the application will be retained in line with regulatory requirements for 7 years.

Do you use my personal data to make an automated decision about me or for profiling?

The system uses personal data to perform calculations that support the administration of redundancy payments, such as calculating payment amounts based on information provided. However, these calculations are not used to make solely automated decisions about individuals. Appropriate human review and oversight are applied before decisions are finalised. The system does not use personal data for profiling.

What rights do I have?

- You have the right to obtain confirmation that your data is being processed, and access to your personal data
- You are entitled to have personal data rectified if it is inaccurate or incomplete.



- You have a right to have personal data erased, in specific circumstances
- You have the right to 'block' or suppress processing of personal data, in specific circumstances
- You have the right to object to the processing**,** in specific circumstances.

If these rights are applicable and you wish to exercise these please email DPO@economy-.ni.gov.uk.

How do I complain if I am not happy?

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the Department's Data Protection Officer at DPO@economy-ni.gov.uk.

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). Contact details of the ICO are available at https://ico.org.uk/global/contact-us/