



Privacy Notice Template

Data Controller Name: Employment Agency Inspectorate (EAI),
Department for the Economy
Address: 4th Floor, Adelaide House, 39/49 Adelaide Street, Belfast
BT2 8FD
Telephone: 028 90257554
Email: EAI@economy-ni.gov.uk

Why are you processing my personal information?

The EAI is responsible for the regulation of the Northern Ireland private recruitment sector. The Employment (Miscellaneous Provisions) (Northern Ireland) Order 1981 ('the 1981 Order') provides the Department with the power to make legislation for this regulation. EAI has a legal obligation to process your personal information to enable the investigation of certain types of complaints or activities that are specified in the 1981 Order and the Conduct of Employment Agencies and Employment Business Regulations (Northern Ireland) 2005 ('the Conduct Regulations').

Employment agencies and employment businesses in Northern Ireland must comply with the 1981 Order and the Conduct Regulations. The legislation exists to protect work seekers and employers using such agencies and businesses.

EAI inspectors can enter and inspect the premises and records of all employment agencies and businesses in NI to ensure compliance with the 1981 Order and the Conduct Regulations.

What categories of personal data are you processing?

The information we process includes your name, postal address, telephone and e-mail contact details, the date you registered with an Agency, the dates you worked with an Agency and the details of your complaint.

Where do you get my personal data from?

EAI complaint form or through any information provided by you in any subsequent investigation.

Do you share my personal data with anyone else?

With your agreement we may share personal data with the employment agency or employment business which you have the complaint against in order to progress your complaint.

Do you transfer my personal data to other countries?



No

How long do you keep my personal data?

We will only retain your personal data for as long as necessary to process your complaint and thereafter for five years in line with the Department's Retention and Disposal Schedule.

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 the right to ['block' or suppress processing](#) of personal data, in specific circumstances

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:

Data Protection Officer: Bernard McCaughan

Telephone number: 028 90229256

Email: 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):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113
Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>