



Privacy Notice

Data Controller Name: Department for the Economy
Fraud and Raising Concerns Branch
Address: Floor 2, Adelaide House, 39-49 Adelaide Street, Belfast
BT2 8FD.
Telephone: 028 9025 7422
Email: raising.concerns@economy-ni.gov.uk

Why are you processing my personal information?

Fraud and Raising Concerns Branch investigates reports of fraud and/or concerns which relate to the business or staff of the Department for the Economy (DfE) or one of its Partner Organisations. In order for us to fully consider any matter raised with us, we may need to process your personal data.

When considering concerns, we must ensure that all appropriate actions are taken. These actions may include:

- undertaking preliminary enquiries or full investigations
- identifying systemic issues highlighted by cases
- dissemination of information to appropriate business areas within DfE or its Partner Organisations
- liaison with external bodies, including the Police Service of Northern Ireland (PSNI).

Should you choose to contact us with a concern, we will ask you for some personal details. It is your decision whether you wish to provide us with the requested information. You can raise your concern openly, anonymously, or openly and confidentially. 'Confidentially' means that, while you are willing for your identity to be known to the person you report your concern to, you do not want your identity disclosed to anyone else.

We will maintain your confidentiality insofar as is possible, but there may be circumstances where we are required to disclose it (e.g. by a court or tribunal). If such a situation arises, you will be advised.

We recognise that the personal information in a raising concern report can relate to the person bringing the concern, the person or persons who are the subject of the concern, witnesses, or other individuals who may be mentioned. We rely on Article 6(1)(e) of the GDPR as our lawful basis to process personal data. We process your information as part of our compliance with a legal obligation and public task duties. However, as we may also have to process special category data and criminal data, Special Category Data is processed under Article 9(2)(g) of the GDPR, Schedule 1 part 2, paragraphs 10-12 of the Data Protection Act 2018 (Preventing or detecting



unlawful acts, Protecting the public against dishonesty etc. and Regulatory requirements relating to unlawful acts and dishonesty etc.). While we have a lawful basis for processing special category data, we will also consider seeking your explicit consent where you raise a concern with us that necessitates us seeking the disclosure of sensitive data about you to us, for example, medical data.

Criminal Offence Data is processed under Article 10 of the GDPR, Schedule 1 part 2, paragraphs 10-12 and of the Data Protection Act 2018 (Preventing or detecting unlawful acts, Protecting the public against dishonesty etc. and Regulatory requirements relating to unlawful acts and dishonesty etc.) and para 14 (Preventing Fraud).

What categories of personal data are you processing?

If you provide us with personal information we may ask for the following: your name, contact details (including email address, telephone numbers) and, if relevant, your employer.

If we are investigating an individual, we may need to obtain and/or process special categories of personal data. This may include nationality, racial/ethnic origin, cultural/social identity, religious belief, sexual orientation, physical and mental health, trade union membership and children's data.

Where do you get my personal data from?

We may obtain personal data from you if you have a concern or are providing information as a witness and wish to share it to us.

If you are the subject of an investigation, we may obtain your personal data from within the Department, from a Partner Organisation, the PSNI, or from a publicly available source.

Do you share my personal data with anyone else?

In order for us to fully investigate a concern, we may need to share your personal information within the Department, with other NICS departments, Partner Organisations, contractors and, if legal advice is required, the Department's legal advisers.

Should a concern become a criminal matter your personal data may be shared with the Police Service of Northern Ireland (PSNI).

If you are not satisfied with the way in which we have handled your concern then your personal data may be shared with the Civil Service Commissioners for Northern Ireland, the Northern Ireland Public Service Ombudsman or the Northern Ireland Audit Office.

In any scenario, DfE will satisfy itself that it has a lawful basis on which to share the



information and document its decision-making.

Do you transfer my personal data to other countries?

If your concern has international consequences, we may be required to transfer personal data to other countries. If this is the case, any transfers made will be in full compliance with the UK GDPR.

How long do you keep my personal data?

All data will be retained in line with the draft DfE R&D schedule, viz:

- Cases where no wrongdoing found or lack of evidence – 3 years.
- Cases where wrongdoing found/involving financial information – 7 years.
- Where an investigation has resulted in prosecution – 10 years.

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

No

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.
- You have the right to [data portability](#), 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/>