

NICS-RPS Privacy Notice

Data Controller Name: Redundancy Payment Service, within DfE
Address: 5th Floor, Adelaide House, 39/49 Adelaide St, Belfast
BT2 8FD
Telephone: 028 9025 7562
Email: rpsquery@economy-ni.gov.uk

Why are you processing my personal information?

The Department has a statutory obligation to pay redundancy and insolvency and ad hoc payments under the Employment Rights (NI) Order 1996.

We collect your personal data to enable us to process your redundancy payment application, for the processing of insolvency and ad hoc payments where appropriate, and for the confirmation of NI Contributions and wage records.

What categories of personal data are you processing?

Personal and financial details: name, address, telephone number, date of birth, national insurance number, bank account details, contracts of employment, payslips and employment history.

Where do you get my personal data from?

You as a claimant supply the data as far as possible, however, if you cannot produce contracts of employment or payslips we may need to contact former employers, insolvency practitioners, legal representatives or HMRC to confirm these details.

Do you share my personal data with anyone else?

We may need to share data with the office of Industrial Tribunals, Legal Representatives, Insolvency Practitioners, HMRC or employers to confirm the required pre-payment checks or respond to Industrial Tribunal hearings to enable us to meet our statutory duty to make redundancy and insolvency payments.

Do you transfer my personal data to other countries?

No.

How long do you keep my personal data?

We will only retain your data for as long as necessary to process your claim and in line with our Retention and Disposal Schedule.

(If you use automated decision making or profiling) How do you use my personal data to make decisions about me?

We input employment data into our automated stand-alone RePay system to calculate and/or generate payments including tax and other relevant deductions.

Decisions are made by case officers and verified by supervisors. Only payments and tax deductions are automated.

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 and to prevent processing, [in specific circumstances](#)
- 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](#)
- You have rights in relation to [automated decision making and profiling](#)

We require certain minimum personal details to process claims and if these are withheld then payments cannot be made.

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:

Data Protection Officer Name: Bernard McCaughan

Telephone: 02890 229256

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/>