



Data Controller Name: Department for the Economy
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Why are you processing my personal information?

The Quality Improvement Team (QIT) carry out evaluations, reviews etc. of Departmental programmes at the request of Divisional Directors.

The processing is required for the following business purposes:

- To send emails to contacts, to Training Organisations/Further Education providers and European Social Fund (ESF) projects providing direction, advice and guidance regarding quality improvement.
- To facilitate the commissioning, scrutiny, and dissemination of feedback regarding submission of required annual and periodic Quality Improvement Reports.
- To facilitate bi-lateral engagement with a range of Disability Support organisations.
- To facilitate evaluative engagement with students, learners, and apprentices participating on all Departmental programmes.
- To facilitate bi-lateral evaluative engagement with employers providing work placements and employment to students, learners and apprentices on all Departmental programmes.
- To send emails regarding online events provided by the Quality Improvement Team. E-mails may include meeting links, customer satisfaction surveys and delegate packs.
- The organisation of in person event/conferences. This will ensure that a space is reserved for the delegate, delegates are provided with relevant information regarding the event, event/conference is accessible and dietary requirements are catered to.
- To ask attendees for feedback or review after an event they have attended.
- To discuss matters in relation to Quality Improvement between the QIT and other DfE officials and the Education and Training Inspectorate (ETI).
- To permit necessary engagement with staff working on projects which deliver employability projects under Priority 1 and 2 of the NI European Social Fund



(ESF), Work Based Learning (WBL) programmes and Further and Higher Education.

- To gather feedback for evaluations/reviews of programmes, processes and interventions implemented and managed by the Department or its Agents.

The lawful basis for processing your personal data is that of public task in accordance with:

- Section 8 of the Data Protection Act 2018; and
- Article 6(1)(e) of the UK GDPR.

Special category data, in the form of health information will be processed in accordance with Article 9 2(g) of the UK GDPR.

What categories of personal data are you processing?

Personal data collected includes names, work email addresses, personal e-mail addresses, work telephone numbers and although these are business contact details they are also personal data where they identify individuals. As views may be sought, for example, via surveys, focus groups etc., your personal opinions, etc. may be processed should you provide these. QIT members may also include your name in notes taken during focus group to enable the team members to address questions to specific individuals in the group and to distinguish one individual's feedback from another.

Special category data will only be collected from those with special dietary requirements and/or accessibility requirements.

Where do you get my personal data from?

Contact details are provided by you or your organisation when updates to contact lists are requested or you register for an event. Contact details may also be provided by Colleges/Training organisations if you have agreed to take part in focus groups facilitated by the Quality Improvement Team on behalf of the Department. Occasionally contact information is provided by Departmental colleagues however, this will be where the purpose is compatible with the original purpose of collection.

Do you share my personal data with anyone else?

The contact details including email addresses may be shared with the Education Training Inspectorate who carry out inspections of Work Based Learning organisations and ESF projects.



Do you transfer my personal data to other countries?

No. All of your information will be processed within the UK.

How long do you keep my personal data?

We will ensure that your personal data is only retained for as long as necessary to process in line with the Department's Retention and Disposal Schedule.

How do you use my personal data to make decisions about me?

The Quality Improvement Team do not use automated decision making or 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 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

How do I complain if I am not happy?

If you are unhappy with any aspect of this privacy notice, or the way your contact 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) at <https://ico.org.uk/global/contact-us/>