

## **PRIVACY NOTICE – CIVIL CONTINGENCIES DIVISION**

Data Controller: THE EXECUTIVE OFFICE, CIVIL CONTINGENCIES DIVISION

Address: Room E4.15, CASTLE BUILDINGS, STORMONT, BELFAST, BT4 3SR

Telephone: 028 9076 5651

Email: [ccpb@executiveoffice-ni.gov.uk](mailto:ccpb@executiveoffice-ni.gov.uk)

Data Protection Officer: DAVID MOORE

Address: Room E5.07, CASTLE BUILDINGS, STORMONT, BELFAST, BT4 3SR

Telephone: 028 9052 6123

Email: [DPO@executiveoffice-ni.gov.uk](mailto:DPO@executiveoffice-ni.gov.uk)

### **Introduction**

The Executive Office (TEO) Civil Contingencies Division is committed to protecting your privacy. This privacy notice explains how we use your personal information, and the ways in which we will safeguard that information.

It is designed to meet the requirements of the United Kingdom General Data Protection Regulation (UK GDPR), and the Data Protection Act 2018 (DPA 2018), in terms of your individual right to be kept informed about how and why we collect, and use information, about you.

### **Who we are?**

#### **OUR AIM**

The purpose of The Executive Office is to support the Executive and, in particular, to ensure the wellbeing for all through improved relations, outcomes and governance.

We do this by.

- Ensuring that machinery of government works effectively
- developing overarching strategic policy frameworks, including the Programme for Government
- Developing and delivering programmes which can support those frameworks
- engaging internationally

- ensuring we have effective contingency planning and delivery mechanisms

### **Purpose - Why are you processing my personal information?**

Civil Contingencies Division (CCD) collects contact details of partners, stakeholders and others for the purposes associated with its business functions relating to civil contingencies resilience and emergency preparedness, response, and recovery.

In the event of an emergency CCD will utilise the UK Government Notify system to send an SMS Text message to the mobile telephone that you have provided.

To publicise the work of CCD designated staff may be tasked to take photographs, video clips, or recordings (with the consent of data subjects) for the purposes of producing promotional and / or training material to be used in Departmental publications and the intranet site.

### **Type - What categories of personal information are you processing?**

Civil Contingencies will gather information relating to your name, the organisation you represent and the mobile telephone number that you have provided to us.

We will hold this information on a Microsoft Excel spreadsheet stored in the Northern Ireland Civil Service records management system, Content Manager; and the telephone number will be uploaded to the UK Government's Notify System.

The Notify System will not identify which mobile telephone number is associated with any individual person.

For event management including meetings, training courses and exercises CCD may collect your name, email, telephone, and organisation; and accessibility and dietary requirements.

For the production of promotional material CCD may collect your image or words by way of photographs, videos, or recordings along with your name, job title, and organisation.

## **Legal – What is your lawful basis for collecting personal information?**

In order to comply with UK data protection legislation, we must have a lawful basis for processing any personal information. In regard to UK Governments Notify System TEO relies on the fact that:

- Article 6 (1) (a): you, the data subject, have provided your consent for the processing of your personal information for the purpose mentioned earlier in this notice.
- Article 6 (1) (e): processing is necessary for the Department to perform a task carried out in the public interest, and for our official functions.

In the instance that Special category data may be collected, the lawful basis is Article 9 (2) (g) and Article 9 (2) (a)

- (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where domestic law provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject.
- “Processing is necessary for reasons of substantial public interest, on the basis of domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.”

## **Source - Where do you get my personal information from?**

Your personal information has either been provided by you or is available as open-source information.

## **Recipients - Do you share my personal information with anyone else?**

None of the personal information you have provided will be processed for other purposes not provided for by this Privacy Notice; or shared outside of the Executive Office without your consent; nor will it be transferred to 3<sup>rd</sup> countries or international organisations.

## **Security and Retention - How we keep your personal information.**

The information you provide will be held in the Department's official accredited records management systems, and will be protected from unauthorised or unlawful processing, and against accidental loss, destruction, or damage. Access controls are monitored and updated on a regular basis. Only staff associated with this work have access

Telephone numbers held in the Notify System will be retained there for as long as they are necessary; a temporary record of any text messages sent, and recipient mobile numbers is only held for 7 days.

It will be archived when no longer of use; and retained only for as long as is necessary; specifically, for 5 years in accordance with the Executive Office's retention and disposal schedule.

### **What rights do I have?**

- You have the right to be informed and you can also obtain confirmation that your personal information is being processed; more detail is provided [here](#).
- You have the right to access your personal information; more detail is provided [here](#).
- You are entitled to have personal information rectified if it is inaccurate or incomplete. You can find out more [here](#).
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- You have the right to restrict processing of personal information in specific circumstances. You can find out more [here](#).
- You have the right to data portability in specific circumstances. You can find out more [here](#).
- You have the right to object to the processing of personal information in specific circumstances. You can find out more [here](#).
- You have rights in relation to automated decision making and profiling. You can find out more [here](#) but please be advised that **no** personal information supplied by you will be used for the purpose of automated decision making and profiling.
- Any request for personal information to be erased will be recorded by TEO,

however it should be noted there is no obligation to erase personal information.

### **Alternative formats / General enquiries**

If you have any queries about this Privacy Notice, or need a copy in an alternative format or language, please contact us at –

Civil Contingencies Division  
Room E4.15 Castle Buildings  
Stormont Castle  
Belfast, BT4 3SR

Telephone: 028 9076 5651

Email: [ccpb@executiveoffice-ni.gov.uk](mailto:ccpb@executiveoffice-ni.gov.uk)

Web: <https://www.executiveoffice-ni.gov.uk/articles/civil-contingencies>

### **Complaints**

In the event that you wish to exercise any of your rights as a data subject or are unhappy with how your personal data is processed, you can raise your concerns to the Department's Data Protection Officer (see the contact details at the beginning of this Privacy Notice).

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

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

### **Changes to this Privacy Notice**

We keep this Privacy Notice under regular review, and we will place any updates on the department's website.

This Privacy Notice was last updated on 01 June 2026.