

Privacy Notice

Data Controller Name: The Executive Office

Address:
Truth Recovery Programme
The Executive Office,
E4. 05 Castle Buildings,
Stormont Estate,
Belfast

Data Protection Officer: David Moore

Address:
Room E5.07
Castle Buildings
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Belfast
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Introduction

The role of the Executive Office (TEO) is to contribute to and oversee the co-ordination of Northern Ireland Executive policies and programmes to deliver a peaceful, fair, equal, and prosperous society.

TEO is committed to protecting your privacy. This privacy notice explains how TEO uses information about you and the ways in which we will safeguard your data. 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

The Truth Recovery Programme (TRP) 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.

A key policy area for TEO has been progressing implementation of the Truth Recovery Design Panel recommendations relating to Mother and Baby Institutions, Magdalene Laundries and Workhouses, as outlined in a Ministerial statement to the Assembly in November 2021.

TEO was nominated to oversee implementation of the Report's recommendations and act as lead Department on behalf of the Executive.

A new Directorate, the Truth Recovery Programme, was established in June 2022 to take forward the required work programme, which includes establishing the necessary Public Inquiry and Redress scheme. The Inquiry (Mother and Baby Institutions, Magdalene Laundries and Workhouses) and Redress Scheme Bill is due to receive Royal Assent in the coming months. TRP is currently progressing the necessary secondary legislation to support the Bill and the establishment of the Redress Scheme and Public Inquiry.

Why we process your personal information?

Personal information is collected by TEO as part of its public task

- TRP is seeking comments from interested parties as part of its consultation to inform the 'Inquiry Rules' and the Regulations covering the procedural details of the Redress Scheme.
- The collection of information is necessary for TEO to perform its official public function of consulting on these policy proposal.
- Any personal information collected will be processed in line with the provisions of the UK Data Protection legislation.
- Consent is not being relied on for processing the data supplied by consultees. Responses are being sought as part of the policy development process.

What categories of personal data we process

To carry out this public consultation respondents will be asked:

- Whether they are responding as a member of the public or on behalf of an organisation.

Respondents will be asked to provide information on the following:

- Whether they were admitted to a Mother and Baby Institution; Magdalene Laundry, Workhouse or other institution;
- Whether they were born to a woman or girl while she was in one of the above institutions;
- Whether they are a family member of a woman or girl admitted to an institution or someone born to a woman or girl while she was in one of the above institutions;
- Their age range;
- Their sex;
- Their religious background;
- Their ethnic group; and
- Whether they consider themselves to be a person with a disability.

Respondents do not have to answer any question they do not wish to.

Respondents answering on behalf of an organisation will be asked to provide the name of the organisation.

The personal data received will not be shared with any external parties. The data will be processed alongside the responses to the consultation that the user has submitted and only for that reason. Data received will be processed by the relevant persons within TEO.

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.

For processing information of potential consultations, TEO relies on Article 6(1)(e) of UKGDPR which states that “processing is necessary for the performance of a task carried out in the public interest....”

For processing of ‘Special Category Data’ this may also be collected and the lawful basis for doing so is Article 9 (2)(g) of UKGDPR: “processing is necessary for reasons of substantial public interest, on the basis of domestic law which shall be proportionate to the aim pursued 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 data from?

The personal data will originate from the individual or organisation responding to the consultation on the policy proposals. This is normally in the form of an electronic questionnaire submitted through the Citizen Space website but is not limited to that means and may include hardcopy or email responses.

The Citizen Space website collects the IP address of respondents to monitor and identify cases of multiple responses arising from a single IP address. At the end of the survey, respondents will be asked if they wish to receive a receipt of their responses when they submit their completed form. They will be asked to submit their email address for this to be carried out. This is normally in the form of an electronic questionnaire submitted through the Citizen Space website but is not restricted or limited to that means.

Recipients – Do you share my personal information with anyone else?

- We will not share your personal data with other organisations. However we will save the information on our secure records system and share with NISRA for statistical oversight purposes.

- Access to any personal information processed will be restricted only to those persons who are involved in the consultation as outlined above. All staff are up to date with current Data Protection legislation.
- None of the personal information processed will be transferred to any other countries or international organisations.

Security and Retention – How we keep your personal information?

- TEO will ensure that personal data is kept no longer than necessary; specifically, for seven years in accordance with TEO's retention and disposal schedule.
- The information you provide will be held in TEO's official accredited records management systems, and will be protected from unauthorised or unlawful processing, and against accidental loss, destruction, or damage.
- Only those staff within TEO and those directly involved in the consultation will have access to this information.

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.
- You have the right to access your personal information.
- You are entitled to have personal information rectified if it is inaccurate or incomplete.
- Any request for personal information to be erased will be recorded by The Executive Office, however it should be noted there is no obligation to erase personal information.
- You have the right to restrict processing of personal information in specific circumstances.
- You have the right to data portability in specific circumstances.
- You have the right to object to the processing of personal information in specific circumstances.
- You have rights in relation to automated decision making and profiling. Please be advised that no personal information supplied by you will be used for the purpose of automated decision making and profiling.
- If you have any queries about your individual rights, please visit the Information Commissioner's Office website at <https://ico.org.uk/>.

Alternative formats / General enquiries

- If you have any queries about this Privacy Notice, need a copy in an alternative format or language, or wish to exercise any of your rights as a data subject please contact us at the email address given above. There is no charge for the exercise of rights set out in the Privacy Notice.

Complaints

- In the event that you 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 TEO's website. This Privacy Notice was last created on 01 July 2026 and will be updated on a regular basis.