

PRIVACY NOTICE – GOOD RELATIONS OUTCOMES TEAM

Data Controller: THE EXECUTIVE OFFICE, GOOD RELATIONS OUTCOMES TEAM

Address: Room E3.18, CASTLE BUILDINGS, STORMONT, BELFAST, BT4 3SR

Email: GROutcomes@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

Introduction

The Executive Office (TEO) Good Relations Outcomes team is committed to protecting your privacy. This privacy notice explains how we use your personal information, gathered through the Good Relations Outcomes annual reporting cycle processes, 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.

Our Aim

The purpose of The Executive Office is to support the Executive. TEO Good Relations Outcomes team facilitates the collection of Good Relations outcomes data. The data provides evidence of the difference good relations activities are making and measures the contribution to the achievement of the shared aims of the T:BUC Strategy.

We do this by:

- Collecting project data from Project Leaders about their funded Good Relations activities.
- Collecting anonymous data from participants, via questionnaires, to provide evidence

of the impacts of Good Relations funded activities on their knowledge, behaviour and attitudes.

- Engaging with and supporting stakeholders, including the development of a range of support resources.
- Analysing and presenting data to inform TEO Good Relations funding.

Purpose - Why are you processing my personal information?

Personal information is collected by TEO Good Relations Outcomes Team as part of its public task. It is necessary for TEO Good Relations Outcomes Team to collect the information, in order to perform official functions of the Department with respect to the effective delivery of Good Relations activities. This is the legal basis through which we collect and analyse the data provided.

Put simply, we are collecting information on what effect Good Relations activities, funded by TEO, have on your knowledge, attitude and behaviour. We also collect some information so that we can put the data we collect into context. It allows us to measure impact, to plan future services and to identify where need is greatest. We do not seek or hold identifiable data.

Any personal information provided will be processed in line with the provisions of data protection legislation. It will be held securely and will be disposed of when no longer necessary.

Type - What categories of personal information are you processing?

Data collected and processed by Good Relations Outcomes, from Project Leaders / Funded Groups, includes:

- Contact Name
- Email Address
- Name of the organisation being represented
- Telephone number
- Full address, including postcode, of where the event is due to take place

Project Leaders / Funded Groups will also have the opportunity to avail themselves of a mobile app, provided via ESRI ArcGIS, that will provide records of the data the Project Leader has submitted.

Data collected and processed by Good Relations Outcomes, from participants of Good Relations activities, includes:

- Gender
- Age
- Physical / mental health (yes or no and any reduction in day-to-day activities)
- Country of birth
- National Identity
- Ethnic Group
- Religion
- Partial Post Code (First 4 digits)

A contact list containing the name and e-mail addresses of groups who have been successful in securing Good Relations funding is shared with TEO Good Relations Team by Funding Programmes. This list is used to ensure that supporting resources and updates can be shared with those funded.

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.
- Article 9 (2) (g) – processing is necessary for reasons of substantial public interest.

Source - Where do you get my personal information from?

Personal information is provided by a Project Leader via the Project Leader Form submissions.

Completion of the form will be facilitated via the ESRI ArcGIS platform 123 or via Excel spreadsheets submitted by email.

Participants provide their own personal data if completing a Good Relations Outcomes questionnaire. Questionnaires are self-completed. Completion is encouraged and not mandatory. Questionnaires are either completed via the Citizen Space platform, for participants participating in a One-Off Event, or on hard copy questionnaires, for anyone participating in a Pre-and Post-Project activity. Information provided on hardcopy questionnaires will be transferred onto excel spreadsheets and transferred by email to TEO, by the Project Leader.

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

Information is processed as set out by this Privacy Notice. It is not shared outside of the Executive Office.

Security and Retention – How we keep your personal information.

We use the Esri Survey123, hosted within our ArcGIS Online environment, to collect Project Leader contact details and information relating to organised events. Our organisation uses Esri's EU regional hosting service, meaning that survey data are stored within Esri's cloud infrastructure located in the European Union.

Information submitted through Survey 123 is stored securely within Esri's cloud infrastructure and is accessible only to authorised staff for project administration, monitoring, evaluation and processing for reporting purposes. Personal information will be retained only for as long as necessary to fulfil these purposes and in accordance with Northern Ireland Civil Service records management and retention policies.

Further information about Esri's privacy and security arrangements can be found on the Esri

Trust Centre website: [Esri UK & Ireland Trust Centre](#).

Data from the questionnaires completed online, via Citizen Space, will be held by Delib Limited. Delib Limited is a software development company that has a proven track record of working with government bodies, and their software Citizen Space is widely used across the UK, including as the preferred surveying tool for the Northern Ireland Civil Service. Full details regarding Citizen Space privacy can be found here: [Privacy - NI Direct - Citizen Space](#).

Any information that is received via email, including excel spreadsheets regarding Pre-and Post-Project participants, along with final reports, containing personal information, will be stored in the Northern Ireland Civil Service records management system, Content Manager. Only staff associated with this work have access.

It will be retained only for as long as is necessary; specifically, 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](#).
- 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 –

Good Relations Outcomes Team Room
E3.18 Castle Buildings Stormont Castle
Belfast, BT4 3SR

Email: GROutcomes@executiveoffice-ni.gov.uk

Web: [Good Relations Outcomes | The Executive Office](#)

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:

David Moore
Room E5.07, Castle Buildings, Stormont, Belfast, BT4 3SR
Telephone: 028 9052 6123
Email: DPO@executiveoffice-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
ICO Head Office
4th Floor No.3 Circle Square
5 Hawkshaw Street
Manchester
M1 7BL

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 21 October 2026.