PRIVACY NOTICE

Data Controller:	THE EXECUTIVE OFFICE, INFORMATION MANAGEMENT UNIT
Address:	Room E5.03, CASTLE BUILDINGS, STORMONT ESTATE, BELFAST, BT4 3SR
Data Protection Officer:	DAVID MOORE
Address:	Room E5.07, CASTLE BUILDINGS, STORMONT ESTATE, BELFAST, BT4 3SR
Telephone	028 9052 6123
Email	DPO@executiveoffice-ni.gov.uk

Introduction:

The Executive Office (TEO), Information Management Unit (IMU) 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?

The role of 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. Key objectives include driving investment and sustainable development, tackling disadvantage and promoting equality of opportunity, and the effective operations of the institutions of government in the delivery of a Programme for Government.

IMU is a Branch within the Executive and Central Advisory Division of TEO. Its responsibilities include the management of information created in the course of processing requests for information under relevant legislation, such as the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the UK

General Data Protection Regulation, and the Data Protection Act 2018. Please see our factsheet for further details on requesting information from TEO.

Purpose - Why are you processing my personal information?

Your personal information is processed in order to fulfil our obligations under access to information legislation (as noted above), and to carry out associated public tasks.

Type - What categories of personal information are you processing?

The personal information (typically your name, postal and/or email address, telephone number and, with regard to Subject Access Requests (SARs) under data protection legislation, proof of identity) included in your correspondence will be handled in accordance with data protection legislation.

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 the processing of personal information as part of requests made under access to information legislation IMU relies on the fact that:

- The processing is necessary for us to comply with the law.
- The processing is necessary for us to perform a task carried out in the public interest, and for official functions.

Source - Where do you get my personal information from?

The personal information is provided by you, the requestor. IMU does not seek your personal information from any other sources, unless required to as part of your request for information.

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

Access to any personal information processed will be restricted to those persons who are involved in the carrying out of IMU tasks and processes; specifically in regard to the processing of information as part of requests made under access to information legislation.

Unless the law permits, or places an obligation on IMU to do so, the personal information you provide will not be shared outside of TEO. In exceptional circumstances, IMU may need to share personal information with the Departmental Solicitor's Office (DSO) in the Department of Finance (DOF) for the purposes of obtaining legal advice.

It could be shared with the Information Commissioner's Office (the regulator for access to information legislation) in the event of a complaint against TEO.

Otherwise, none of the personal information processed will be transferred to external 3rd parties, 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.

It will be retained only for as long as is necessary; specifically, for 7 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.
- Any request for personal information to be erased here will be recorded by TEO, 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 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.

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 DPO@executiveoffice-ni.gov.uk

Complaints:

In the event that you are unhappy with how your personal information is processed you can raise your concerns to the Department's Data Protection Officer at DPO@executiveoffice-ni.gov.uk

If you are still not happy, you have the right to lodge a complaint with the Information Commission (ICO):

Information Commission Head Office

4th Floor, 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 14th October 2026.