

# **The Executive Office (TEO) - Finance - Corporate Governance Branch - National Fraud Initiative 2018-19 Privacy Notice**

## **Introduction**

This Privacy Notice seeks to inform you about how TEO proposes to use your personal data for the purpose of the National Fraud Initiative (NFI) 2018-19 in Northern Ireland, including why we share it with the Comptroller and Auditor General (C&AG).

The National Fraud Initiative (NFI) is run every two years and is a highly effective data matching tool which helps to identify potentially fraudulent and erroneous transactions, using sophisticated computer-based data matching techniques. The NFI collects data from central government and various other public and private sources and, by comparing the data held (known as matching), it can identify possible cases of fraud or error. The sixth data matching exercise under the NFI will commence in October 2018.

## **Legal Basis**

In order to comply with data protection legislation, we must have a lawful basis for processing any personal data. The processing that this Department carries out is on a public task basis pursuant to the C&AG's powers in Articles 4A to 4G of the Audit and Accountability (Northern Ireland) Order 2003.

## **Data that is shared with the C&AG and the reason for matching it**

TEO is required to provide particular sets of data to the C&AG for matching. This data includes personal information that business suppliers provide when seeking payment from TEO. This is referred to as trade creditor standing and payment history data. Data also includes personal information that TEO staff provide when seeking payment from TEO for salary and expenses payments. Specific details of the data specifications provided to the C&AG by TEO can be accessed through the

Northern Ireland Audit Office's website, [www.niauditoffice.gov.uk/national-fraud-initiative](http://www.niauditoffice.gov.uk/national-fraud-initiative) .

## Your rights

You have certain rights in relation to the personal information that we collect about you. These include:

- **The right to be informed** - Organisations must be completely transparent in how they are using personal data;
- **The right of access** - Individuals will have the right to know exactly what information is held about them and how it is processed;
- **The right of rectification** - Individuals will be entitled to have personal data rectified if it is inaccurate or incomplete;
- **The right to erasure** – Also known as the 'right to be forgotten', which means that an individual can request the removal of their personal data when there is no compelling justification for its continued processing by a 'data controller';
- **The right to object** - In certain circumstances, individuals are entitled to object to their personal data being used. This includes, if a company uses personal data for the purpose of direct marketing, scientific and historical research, or for the performance of a task in the public interest.

## Retention of Personal Information

Personal data will not be kept for longer than is necessary. The information you provide will be held in line with the National Fraud Initiative Data Deletion Schedule. Specific details of the data retention periods for NFI data can be accessed through the following link, [National Fraud Initiative Data Deletion Schedule](#).

## Complaints

TEO aims to process personal data lawfully, fairly and in a transparent manner. In the event that you are unhappy with how your personal data is processed, you can raise your concerns with the Department's Data Protection Officer David Lamme, at:

The Executive Office  
Castle Buildings  
Stormont Castle  
Belfast, BT4 3SR.

Should you remain unhappy following the Data Protection Officer's response, you have the right to lodge a complaint with the Information Commissioner (the Data Protection regulator) at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

### **Changes to the Privacy Notice**

This Privacy Notice will be reviewed on a regular basis to take account of relevant changes to personal data processing under the National Fraud Initiative, and to make sure that it remains appropriate. Any personal information held will be governed by the most current Privacy Notice. The Privacy Notice was last updated in September 2018.

### **Further Information**

Further information about the National Fraud Initiative, including reports on completed exercises, may be found at <https://www.niauditoffice.gov.uk/national-fraud-initiative>.