

# Privacy Notice

## **PRIVACY NOTICE**

1. We want you to know that when you use our organisation you can trust us with your information. We are determined to do nothing that would infringe your rights or undermine your trust. This Privacy Notice describes the information we collect about you, how it is used and shared and your rights regarding it.

### **Data Controller**

We are registered with the Information Commissioner's Office (ICO) as a Data Controller for the personal data that we hold and process. Our registered address is NIPSA Headquarters, 54 Wellington Park, Belfast, BT9 6DP, our registration number is Z593111X. Our Data Protection Officer (DPO) is the Deputy General Secretary or in their absence the General Secretary.

### **2. Data Collection**

The vast majority of the information that we hold about you is provided to us by yourself when you seek to use our services. We will tell you why we need the information and how we will use it.

### **Our Lawful Basis for Processing Your Information**

3. The General Data Protection Regulation (GDPR) requires all organisations that process personal data to have a Lawful Basis for doing so. The Lawful Bases for processing, identified in the GDPR are:
  - **Consent i.e. consent** of the data subject;
  - **Contractual** i.e. performance of a **contract** with the data subject or to take steps to enter into a contract ;
  - **Legal Obligation** i.e. compliance with a legal obligation;
  - **Vital Interests** i.e. To protect the vital interests of a data subject or another person
  - **Public Task** i.e. Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
  - **Legitimate Interests** i.e. processing is required under the legitimate interests of ourselves, or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.
4. Examples of legitimate interests include:

- Where the data subject is a client or in the service of the controller;
  - Transmission within a group of undertakings for internal administrative purposes;
  - Processing necessary to ensure network and information security, including preventing unauthorised access;
  - Processing for direct marketing purposes, or to prevent fraud; and
  - Reporting possible criminal acts or threats to public security.
5. Under GDPR, as a “data controller” we can choose a number of lawful bases for the processing of data, with no hierarchy signified by the choice and, potentially, different bases used for different activities, “**Legitimate Interests**” is the most appropriate for NIPSA in that our members in relation to their membership/participation in the work of the Union would have a “reasonable expectation” that: we will process their personal data in line with the trust outlined at Paragraph 1 and such processing will not be unexpected or unwanted.
6. Our **Legitimate Interest** is to represent fully and inform our members in relation to the activities/services of the Union which they have joined and to encourage their fullest participation in these activities/uptake of these services.
7. **We use your information to:**
- Ensure your full entitlement to union membership and services;
  - Provide information to members, for example, branch circulars, NIPSA news etc.
  - Provide training and other training purposes;
  - Process or support payments for goods and services;
  - Maintain the safety, security and integrity of our services;
  - Direct your enquiries to the appropriate part of the Union area/rep/official;
  - Make statutory returns as required and for any other purpose for which you gave your consent.
8. We do not use automated decision-making in the processing of your personal data.
9. We collect and process both personal data and special categories of personal data as defined in the GDPR. This includes:
- Member /client data**
- Name.
  - Email(s).
  - Phone Number(s).
  - Address.
  - Employment Status.
  - Payment or bank details
  - Payroll Number
  - NI Insurance Number

- o Date of birth
- o Location details
- o Device IP address
- o Training Records.

## **Employee Data**

- o Name.
- o Email (s).
- o Phone Number (s).
- o Address.
- o Payment or bank details.
- o Date of birth.
- o Family & next-of-kin details.
- o Training/Education Records.
- o Disciplinary/Grievance Records.
- o Sickness Absence/OHS Reports.
- o Leave.

### **10. We may share your personal data with:**

- o Employers.
- o Delivery partners.
- o Our legal advisors in the event of a dispute or other legal matter;
- o Law enforcement officials, government authorities, or other third parties to meet our legal obligations;
- o In connection with, or during negotiations of, any merger, sale of company assets, consolidation or restructuring, financing, refinancing, or acquisition of some or all of our business by another company;
- o Independent scrutineers for election/industrial action ballot purposes and any other party where we ask you and you consent to the sharing.

Any and all these parties will be expected to adhere to the principles outlined in this Privacy Notice, our Data Protection Policy and any other Data Protection agreements put in place to protect our members' data.

### **11. We do not transfer any personal data to third countries or international organisations.**

### **12. We retain your personal data** while you remain a member unless you ask us to delete it. Our Retention and Disposal Policy (copy available on request) details for how long we hold data and how we dispose of it when it no longer needs to be held. We will delete or anonymise your information at your request unless:

- o There is an unresolved issue, such as claim or dispute;
- o We are legally required to; or

- There are overriding legitimate business interests, including but not limited to fraud prevention and protecting customers' safety and security.

## **Your Rights**

13. The General Data Protection Regulation gives you specific rights around your personal data. For example, you have to be informed about the information we hold and what we use it for, you can ask for a copy of the personal information we hold about you, you can ask us to correct any inaccuracies with the personal data we hold, you can ask us to stop sending you direct mail, or emails, or in some circumstances ask us to stop processing your details. Finally, if we do something irregular or improper with your personal data you can seek compensation for any distress you are caused or loss you have incurred. You can find out more information from the ICO's website [http://ico.org.uk/for\\_the\\_public/personal\\_information](http://ico.org.uk/for_the_public/personal_information) and this is the organisation that you can complain to if you are unhappy with how we deal with you.

## **Accessing and Correcting Your Information**

14. You may request access to, correction of, or a copy of your information by contacting us at NIPSA, 54 Wellington Park, Belfast, BT9 6DP . You can update your personal data via the Membership Office/our website.

## **Cookies**

15. Cookies are small text files that are stored on your browser or device by websites, apps, online media, and advertisements. We use cookies on our website but users are made aware that they have the ability to consent to their use/amend settings etc. when they log on.
16. **We will occasionally update our Privacy Notice.** When we make significant changes, we will notify you of these through either mail or email or a branch circular. We will also publish the updated Notice on our website.