

## **Privacy Notice for those responding to PBNI consultations**

Probation Board for Northern Ireland (PBNI)  
80-90 North Street  
Belfast  
BT1 1LD

Telephone: 028 90522522  
Email: [info@pbni.gov.uk](mailto:info@pbni.gov.uk)

The Probation Board for Northern Ireland (PBNI) is committed to protecting the privacy and security of your information. This notice informs you how we collect and process your personal data in accordance with data protection legislation when you respond to one of our public consultations, which we publish on our website.

Dependent on the consultation, you can respond:

- by post
- by email
- by online form

The way in which your data is handled varies depending on how you submit your response, but all information submitted to us will be treated in accordance with data protection principles.

This privacy notice sets out:

- how we process your personal data when you respond to our consultations
- the rights you have under the UK General Data Protection Regulation (UK GDPR)

### **1. Purpose**

We collect your personal data as part of the consultation process. We will publish a summary of the consultation responses and, in some cases, the responses themselves but these will not contain any personal data. We will not publish the names or contact details of respondents but will include the names of organisations responding.

## **2. The data we collect**

We collect and process the following personal data:

- your name
- your email or postal address
- any personal data you volunteer by way of evidence or example in your response to the consultation

Personal information will be anonymised so individuals cannot be identified in reports or other publicly available information.

At times we may use an online platform such as Citizen space to gather information. Citizen space is provided by Delib. [Please see their privacy notice for further details.](#)

## **3. Lawful basis for processing your personal data**

If you reply to a consultation exercise, you do so freely and voluntarily after having the opportunity to be fully informed by the consultation documents.

If you reply to a consultation exercise, the lawful basis we are relying on to process your personal data is article 6(1)(e) of the UK GDPR, which allows us to process personal data when this is necessary for the performance of our public tasks in the exercise of our official authority. The relevant task in the public interest is that people and organisations are consulted on PBNI proposals and have the opportunity to give their views and comments.

PBNI will consider views and comments received in response to a consultation before making final decisions.

## **4. What we do with your data**

Your data will be retained securely and confidentially on our records management system.

We will not share your data outside PBNI unless the law requires us to do so, or the law permits disclosure and we believe it is important to do so.

Only relevant employees have access to information held in relation to consultations.

## **5. How long we keep your data**

We will only retain your information for as long as necessary and for the purposes we have described. Your personal data will be kept in line with PBNI's Retention and

Disposal Schedule, which is available on our website at:

<https://www.pbni.org.uk/publication/probation-retention-and-disposal-schedule>.

## 6. Your rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

If you make a request, we have one month to respond to you.

You can find out more information about your rights from the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)).

## 7. How to contact us

If you would like further information about how we use your personal information, or you wish to exercise one of your data rights or you wish to complain about the use of your personal information, please contact the PBNI Data Protection Officer:

**Address:** Probation Board for Northern Ireland,  
80-90 North Street,  
Belfast,  
BT1 1LD

**Email:** [DPO@probation-ni.gov.uk](mailto:DPO@probation-ni.gov.uk)

**Tel:** 028 90522 2522

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