**Northern Ireland Public Data Panel**

**Queens University Belfast**

**PRIVACY NOTICE**

1. Queen’s University Belfast (“we”, “us” and “our”) is committed to protecting your personal data. The notice is addressed to individuals who are participants of the Northern Ireland Public Data Panel (“you” and “your”). This Privacy Notice tells you why we need to collect personal information about you, what we will do with it, and how we will look after it. It also tells you about your legal rights in relation to your Personal Data. If you have any questions about this privacy notice, please contact us. Contact details are provided below.

**WHO WE ARE**

2. We are Queen’s University Belfast, a university with a reputation for excellence in education and research and a member of the Russell Group. Founded in 1845 as Queen's College Belfast, we became an independent university in 1908. This notice has been prepared for the Northern Ireland Public Data Panel (NIPDP) , a panel that has been set up to facilitate conversations with the public about data use in research, innovation, service delivery & decision-making. NIPDP is a joint enterprise between Queen’s University Belfast (QUB) and the Northern Ireland Department of Health (DoH).

**PERSONAL DATA WE USE**

3. When you become a participant in NIPDP we will ask for information about you, such as your name, address, telephone number, age, gender, nationality, educational attainment and bank details. This is known as your "Personal Data". We may also ask you for some "special" information (for example criminal convictions, information about your health). This is known as "Special Personal Data". We will use your contact details to contact you for panel participation. We will also require information relating to any disability and practical needs you have for planning of the induction day and future events, such as accessibility and dietary requirements. How we use this data is explained in Section 5 below.

**DATA FROM OTHER SOURCES**

4. The Sortition Foundation

QUB was appointed by the Sortition Foundation to act as a data processor to complete the following:

* Select participants for the NIPDP
* Manage participation process and remuneration

To complete this processing the Sortition Foundation has shared with us the information collected during the recruitment process as set out in the Privacy Notice provided to you by the Sortition Foundation.

**HOW WE USE YOUR PERSONAL DATA**

5. We use your Personal Data and Special Personal Data in the following ways: We will hold and process the personal data of selected participants as a member of the Northern Ireland Public Data Panel (NIPDP).

The purposes for which we will process your data include: -

* select participants to take part in engagement processes
* contact individuals as members of the NIPDP about the panel and their participation in engagement processes
* provide joining instructions for participants
* plan and facilitate NIPDP events and make relevant arrangements including seating plans, supporting participants’ needs (such as access and dietary requirements), processing thank-you gifts
* select replacement participants
* making payments.

All participants will be provided with information about how their data will be processed. You will be asked to complete a form to demonstrate that you understand how your data will be used in advance of your induction, and you will have time to complete the form before returning it on your induction day. Please note, participants cannot proceed until all forms are completed.

If you no longer wish to be part of the NIPDP you can withdraw by email at any time to, info@nipdp.org.

**REASONS WE CAN COLLECT AND USE YOUR PERSONAL DATA**

6. The reason[s] we are processing your Personal Data [is/are];

6.1 Where QUB is acting as a data controller our lawful basis is the processing is necessary for the performance of a task carried out in the public interest or in the exercise of a public authority.

6.2  Where QUB is acting as a data processor our lawful basis for processing is consent.

6.3 All special category data will be processed with explicit consent.

6.4 Fully anonymised information, based on your personal data, may be used and shared elsewhere (e.g. demographic analysis); this information will contain no personally identifiable data.

6.5 All personal data will be stored securely on QUB systems and access to the data will be controlled and restricted to staff on a need-to-know basis.

**WHO WE SHARE YOUR PERSONAL DATA WITH**

7. We can share your information including Personal Data and Special Personal Data with the following parties for the purposes set out above. This is done in line with our Data Protection Policy and Procedures. - Data will be shared with the Northern Ireland Trusted Research Environment (NITRE) part of the Department of Health, our collaborative partner.

8. Sometimes we will not stop using your information when you ask us to, for the reasons described in this notice, but we will tell you about this if you make a request.

9. Participants can opt out of the NIPDP at any time by email, info@nipdp.org.

**PROFILING**

10. QUB do not use automated decision making or profiling to make decisions about you for the purposes of NIPDP.

**DATA PROCESSING OUTSIDE EUROPE**

11. We will not transfer your personal data to other countries.

**HOW LONG YOUR PERSONAL INFORMATION WILL BE KEPT**

12. We will keep it for up to one year following the end of your participation in NIPDP. We are only allowed to keep your information if we need it for one of the reasons we describe above.

**YOUR RIGHTS**

13. You can contact us at the address above for one or more of the following reasons:

* To ask us to fix information about you that is wrong or incomplete, this is known as a right to rectification.
* To ask us to delete information about you, this is known as the right to erasure.
* To tell us you no longer agree to us using information about you and ask us to stop, this is known as a right to object.
* To tell us to stop using information about you to sell you products and services, which is known as the right to restrict processing.
* To make a "subject access request" – which is a request for us to send you the information we have about you
* To ask us to provide you or someone else (on your request) in a structured, commonly used and machine-readable format with the information you have provided to us about yourself. This is known as a "data portability" right.
* To ask us not to use information about you in a way that allows computers to make decisions about you based solely on automated processing.

**CONTACTING US**

14. If you have any questions or comments about this privacy notice, or about how we treat your Personal Data the University’s Data Protection Officer can be contacted at:

Data Protection Officer

The Chancellery

Lanyon South

Queen’s University Belfast

University Road

BT7 1NN

info.compliance@qub.ac.uk

**COMPLAINTS**

15. You have the right to complain about how we treat your Personal Data and Special Personal Data to the Information Commissioner's Office (ICO).

The ICO can be contacted at:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Email: ni@ico.org.uk

[ICO Complaints Form](https://ico.org.uk/make-a-complaint/data-protection-complaints/)

If you are unhappy with any aspect of this privacy notice, or how your information is being processed, please contact the University's Data Protection Officer at the address above, or the Information Commissioner's Office.

**CHANGES TO THIS NOTICE**

16. We may update this Privacy Notice from time to time. We will notify you of the changes where we are required by law to do so.