

Marie Ward
Chief Executive



Comhairle Ceantair
**an Iúir, Mhúrn
agus an Dúin**
**Newry, Mourne
and Down**
District Council

Albert Basin Consultation Privacy Notice

05 June 2020

Key contact details

Name: Emma Toal

Address: Newry Leisure Centre, 60 Cecil Street, Newry BT34 6AU

Phone Number: 0330 137 4480

E-mail: Emma.Toal@nmandd.org

The type of personal information we collect

We intend to collect and process the following information:

- Name
- Contact details (Address, email, telephone/mobile numbers)
- Recording on the online video workshop
- Your feedback on our Consultation

How we get your personal information and why we collect it

The personal information is collected as part of the registration process to take part in the Consultation. There are two reasons why we need to collect this personal information:

1. We need the personal information from the individual who is completing our online survey, so we can identify them and ensure no duplication.
2. We request personal information so that we can book an individual into an online workshop.

This information will be collected by Otium Leisure Consultancy who are managing the Albert Basin Consultation on behalf of Newry, Mourne and Down District Council.

We may share the outcome of the Consultation with Senior Management Team and Elected Members. Research findings will not identify specific individuals without their explicit consent.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Emma Toal (see key contact details above)

**Oifig an Iúir
Newry Office**
O'Hagan House
Monaghan Row
Newry BT35 8DJ

**Oifig Dhún Pádraig
Downpatrick Office**
Downshire Civic Centre
Downshire Estate, Ardglass Road
Downpatrick BT30 6GQ

0330 137 4000 (Council)
council@nmandd.org
www.newrymournedown.org

**Ag freastal ar an Dún
agus Ard Mhacha Theas
Serving Down
and South Armagh**



How we store your personal information

Otium Leisure Consultancy use SurveyMonkey software to gather information on their behalf. SurveyMonkey's privacy policy is available [here](#).

Your personal information is securely stored electronically on servers by Otium Leisure Consultancy and will be held for 12 months from 17 July 2020, the consultation closing date, and then destroyed by deleting the file which holds your personal data.

Personal data will be anonymised and aggregated prior to any submission to the Senior Management Team and Elected Members.

Your data protection 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 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.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request (see contact details on footer of first page).

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us (see contact details on footer of first page).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Due to Covid 19 the ICO encourages you to contact them online:

<https://ico.org.uk/global/contact-us/>