



NMD LMP Careers Fair 2025/2026 Privacy Notice 05th September 2025

Key contact details

Name: Patricia McPolin

Address: Downshire Civic Centre, Downshire estate, Ardglass Road, Downpatrick, BT30 6GQ.

Phone Number: 0330 137 4000

E-mail: business@nmandd.org

The type of personal information we collect

We currently collect and process the following information:

- Company name, name, phone number, e-mail address, dietary requirements and access requirements.
- At the event, a photographer/videographer may be present to capture footage for marketing purposes. Please confirm to Council staff your consent to being recorded. If you do not wish to be recorded, please notify Council staff and the videographer.

How we get your personal information and why we collect it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Administration and management of the Careers Fair.
- All information will be collected via a SharePoint platform.

We also receive personal information indirectly, from the following sources:

- Lecale Area Learning Community
- Ballynahinch Area Learning Community
- Newry & Mourne Area Learning Community

We use the information that you have given us to create a database of exhibitors for the 2025/2026 Careers Fair, for future Careers Fairs and Newry Mourne and Down Labour Market Partnership events.

We will share this information with organisations involved in the delivery of this event, namely:

- Newry & Mourne Area Learning Community.
- Internally with council staff who are involved with organising and facilitating this event.
- On social media - if you have provided consent to photographic and/or video footage.

Lawful bases for processing your personal data

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

Legitimate interests, and

Consent - you are able to remove your consent at any time and can do this by contacting business@nmandd.org



How we store your personal information

Your personal data is securely stored on Council electronic servers in compliance with Data Protection legislation. We retain your data for only as long as it is necessary for the purpose for which it was collected, after which it will be securely disposed of in line with the Council's [Retention and Disposal Schedule](#).

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 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 'Key Contact' details above).

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 above.

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's contact details are as follows:

- ICO website: www.ico.org.uk
- ICO self-service portal: <https://ico.org.uk/make-a-complaint/>
- Helpline: 0303 123 1114

