



# Parades Commission Privacy Statements

## Document Details

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## 1. WHO ARE WE?

We are the Parades Commission. Our registered address is 2<sup>nd</sup> Floor, Andras House, 60 Great Victoria Street, Belfast, BT2 7BB.

## 2. DATA PROTECTION OFFICER CONTACT DETAILS

The Data Protection Officer for the Parades Commission is the Secretary to the Commission, Lee Hegarty, who can be contacted at the address above, or alternatively at [info@paradescommission.org](mailto:info@paradescommission.org)

## 3. WHAT IS THIS POLICY?

This policy sets out what Personal Data we collect from you and what we do with it.

**“Personal Data”** means data which can be used to identify an individual (the **“data subject”**) and includes information about that individual.

If you have any questions relating to how we use Personal Data about you, please contact us at the address above or by email at [info@paradescommission.org](mailto:info@paradescommission.org)

## 4. WHAT INFORMATION DO WE COLLECT AND STORE?

We may collect and process the following data about you, some of which may include Personal Data:

- i. **INFORMATION WHICH YOU PROVIDE US WITH WHEN YOU MAKE A PARADE NOTIFICATION OR CONTACT US:** This which may include:
  - *your name, address and phone number*
  - *online contact information*
  - *any opinions or preferences which you express*

## 5. OUR LAWFUL BASIS FOR PROCESSING THE INFORMATION

The legal basis that the Parades Commission use for processing is **Public Interest**: processing the information provided is necessary for us to perform a task in the public interest.

## 6. HOW DO WE USE THE DATA WE COLLECT ABOUT YOU?

We may store the data we collect about you to create a profile, which we will use for the purpose of processing your parade notification.

We may also use Personal Data about you in order to manage a dispute, appeal or complaint if it arises in respect of our relationship with you or your organisation.

We may also use aggregate data for our own business purposes, provided that this aggregate data does not include any Personal Data about you.

## 7. WILL PERSONAL DATA ABOUT YOU BE DISCLOSED TO ANYONE ELSE

We may disclose your Personal Data to third parties for the following purposes:

**To our employees and third parties who are contracted to provide services to us to help our business.** This will include Fluent Technology Ltd, which provides the Flexi-grant software you may use to manage your parade notification.

Any employees and/or data processors contracted by us will be subject to strict contractual requirements only to use your personal data in accordance with our instructions.

**We will never sell your Personal Data.**

We may disclose aggregate data to third parties for analysis. Any data disclosed will not contain Personal Data or commercially sensitive information by which you or your organisation could be identified.

## 8. WHAT SECURITY PROCEDURES DO WE HAVE IN PLACE?

It is our policy to ensure that all Personal Data held by us is handled correctly and appropriately according to the nature of the information, the risk associated with mishandling the data, including the damage that could be caused to an individual as a result of loss, corruption and/or accidental disclosure of any such data, and in accordance with any applicable legal requirements.

We undertake regular security and risk reviews and we monitor all of the controls that we have in place to ensure the security, accuracy and integrity of the Personal Data we hold. We also endeavour to ensure that such data is only accessed by authorised personnel for a legitimate purpose (in accordance with our privacy policy).

We have a set of formal procedures that must be adhered to within our organisation to ensure that security standards are maintained, and that data privacy is respected.

## 9. WHERE DO WE STORE THE PERSONAL DATA WE COLLECT?

We are based in the United Kingdom and will hold Personal Data in that territory. Currently our servers are based in the UK.

By agreeing to our privacy policy, you are agreeing to the transfer of Personal Data about you in accordance with the above.

## 10. FOR HOW LONG DO WE STORE PERSONAL DATA ABOUT YOU?

Personal data will only be held by the Parades Commission for as long as necessary and will be retained/disposed of in line with the Parades Commission Retention & Disposal Schedule.

## 11. WHAT RIGHTS DO YOU HAVE IN RESPECT OF ANY PERSONAL DATA WE HOLD ABOUT YOU?

You have the following rights in respect of any Personal Data we hold about you:

- **Right of access:** you have the right to request a copy of the information which we hold about you.
- **Right of rectification:** you have the right to require us to correct any data which we hold about you which is inaccurate or incomplete.
- **Right to be forgotten:** in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right of portability:** you have the right to have the data we hold about you transferred to another organisation.
- **Right to object:** you have the right to object to certain types of processing, **including direct marketing.**

- **Right to object to automated processing, including profiling.**

We may need to ask you for further information and identification to help us to comply with this request.

## **12. WHAT HAPPENS IF YOU WITHDRAW YOUR CONSENT TO US PROCESSING PERSONAL DATA ABOUT YOU?**

**You may notify us at any time that you no longer want us to process Personal Data about you for particular purposes or for any purposes whatsoever.**

This may have an impact on the services you receive from us. For example:

- If you restrict us from processing any data about you, we may not be able to keep your account open and you may not be able to progress with your parade notification.

Please feel free to ask us about the impact of restricting our use of Personal Data.

## **13. WHO DO YOU COMPLAIN TO IF YOU'RE NOT HAPPY WITH HOW WE PROCESS YOUR PERSONAL DATA?**

If you have any questions or concerns about how we are using Personal Data about you, please contact our Data Protection Officer immediately at our registered address (see clause 2 above) or by email to [info@paradescommission.org](mailto:info@paradescommission.org)

If you wish to make a complaint about how we have handled Personal Data about you, you may lodge a complaint with the Information Commissioner's Office by following this link: <https://ico.org.uk/concerns/>.