

Privacy Notice for Independent Reporting Commission

We want you to know that when you engage with our organisation you can trust us with your information. We are determined to do nothing that would infringe your rights or undermine your trust. This Privacy Notice describes the information we collect about you, how it is used and shared, and your rights regarding it.

Data Controller

We are registered with the Information Commissioner's Office (ICO) as a Data Controller for the personal data that we hold and process. Our registered address is Independent Reporting Commission, PO Box 2205, Belfast, BT4 9EL. Our registration number is ZA699336 and our Data Protection Officer is Marie Patterson who can be contacted at enquires@ircommission.org or 028 90 527768.

Data Collection

The information we hold about you is in relation to engaging with you as a stakeholder or as a provider of services to the IRC. The nature of the information we hold about you is set out below (see Stakeholder and Contracts information).

Our Lawful Basis for processing your information

The General Data Protection Regulation requires all organisations that process personal data to have a Lawful Basis for doing so. Our lawful basis for processing is **Consent of the data subject** and Performance of a task carried out in the **Public Interest** or in the exercise of official authority vested in the controller.

What we do with your information

The IRC will consult with a wide range of stakeholders including statutory agencies, law enforcement and civic society and will report on progress towards ending paramilitary activity connected with Northern Ireland and on the implementation of relevant measures of the UK Government, the Government of Ireland, and the Northern Ireland Executive.

We may collect and process both personal data and special categories of personal data as defined in the GDPR. This includes:

Stakeholder information

- Name;
- Email address;
- Phone number; and
- Address.

The Commission does not share this data with anyone outside the organisation and this data is never used in reports published by the Independent Reporting Commission.

Contracts information

- Name;
- Email address;
- Phone number;
- Address; and
- Bank details to process or support payment for goods and services.

The Commission shares this information with its sponsor department (the Northern Ireland Office) and Account NI (shared financial services provider with the Northern Ireland Civil Service).

Transfers to third countries and international organisations

We transfer personal data to a third country using the identified safeguards due to one of the Commissioners of the Independent Reporting Commission residing in the United States. We have satisfied ourselves that such transferred data is fully protected and safeguarded as required by the General Data Protection Regulation. There are no transfers of data internationally outside the organisation.

Retaining Personal Data

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

Your Rights

The General Data Protection Regulation gives you specific rights around your personal data. For example, you have to be informed about the information we hold and what we use it for, you can ask for a copy of the personal information we hold about you, you can ask us to correct any inaccuracies with the personal data we hold, you can ask us to stop sending you direct emails, or in some circumstances ask us to stop processing your details. You can find out more information from the ICO's website www.ico.org.uk/your-data-matters/ and this is the organisation that you can complain to if you are unhappy with how we deal with you. They can be contacted as follows:

The Information Commissioner's Office
3rd Floor
14 Cromac Place
Belfast
BT7 2JB

Tel: 028 9027 8757 or 0303 123 1114
Email: ni@ico.org.uk

Accessing and Correcting Your Information

You may request access to, correction of, or a copy of your information by contacting us at enquiries@ircommission.org or in writing to Independent Reporting Commission, PO Box 2205, Belfast, BT4 9EL.

We will review our Privacy Notice regularly. If we change our Privacy Notice we will post any updated changes on our homepage (www.ircommission.org) so that you are kept informed.