

MAZE LONG KESH DEVELOPMENT CORPORATION
GENERAL DATA PROTECTION REGULATION
PRIVACY NOTICE

DATA CONTROLLER	DATA PROTECTION OFFICER
Maze Long Kesh Development Corporation 94 Halftown Road Lisburn BT27 5RF	Ian Spence, Data Protection Officer Maze Long Kesh Development Corporation 94 Halftown Road Lisburn BT27 5RF Tel:+44 (0)28 92501819 (Ext: 71819) Email: ian.spence@mazelongkesh.com

This privacy notice tells you about the collection of personal information by the Maze Long Kesh Development Corporation (MLKDC). It explains how MLKDC uses personal information and the ways in which MLKDC protects privacy.

The Data Controller for personal information is MLKDC. MLKDC has appointed a Data Protection Officer and their contact details are given at the beginning of this notice.

This Privacy Notice takes account of the provisions of the General Data Protection Regulation (GDPR), which comes into effect from 25 May 2018, and the prior legislation, which is the Data Protection Act 1998. You can find more information about privacy on the [Information Commissioner's Office \(ICO\) website](#).

Personal Data Held

MLKDC holds the following categories of personal information:

- Details of its Board Members and employees to support its payroll functions.
- Details relating to its employees to support its Human Resources functions.
- Information and other details to support recruitment, which includes successful and unsuccessful candidates for positions.
- Details, including bank account details, of suppliers and contractors.
- Information collected for specific work that MLKDC undertakes to comply with its statutory functions.

In connection with some of the above, MLKDC may also process sensitive classes of information that include; physical or mental health details, racial or ethnic origin, religious or other beliefs of a similar nature, and trade union membership.

What MLKDC does with Personal Data

MLKDC collects and processes personal information in order to meet its legal obligations and legitimate interests, comply with its statutory functions, deliver its services, maintain its accounts and records, support and manage its employees, and for the purposes of litigation and legal advice.

MLKDC also processes personal information for the purposes of detection and investigation of suspected or actual fraud, loss or crime, data matching under the National Fraud Initiative and as required by other legislation.

MLKDC will only collect and hold the minimum amount of personal data necessary for the specified purpose.

MLKDC may also collect information from voluntarily completed surveys or participation in consultations.

Use of Website Cookies

MLKDC may use cookies to collect information on its website. If this is the case, there will be more information on that website about its cookie policy.

How MLKDC Obtains Personal Data

MLKDC obtains personal information directly from individuals or, where appropriate, from other sources, such as Government Departments. MLKDC can also obtain personal data from publicly accessible sources.

Who MLKDC May Share Personal Data With

In many cases, MLKDC will not disclose personal data without your consent. However, in appropriate cases, to meet its legislative or public function requirements, to pursue debt, for fraud or crime prevention and detection purposes, to process benefits, or in your vital interests, MLKDC may share personal data with the following:

- a) Your family, associates or representatives;
- b) Employment and recruitment agencies;
- c) Current, past and prospective employers;
- d) Educators and examining bodies;
- e) Central government;
- f) Local government;
- g) Credit reference agencies;
- h) Suppliers and service providers;
- i) Debt collection and tracing agencies;
- j) Financial organisations;
- k) Courts, tribunals and parties to litigation;
- l) Police forces;
- m) Emergency responders.

How MLKDC Uses Personal Information

All the personal data MLKDC uses is processed within the European Economic Area (EEA).

Should it become necessary to transfer personal information outside the EEA, MLKDC will make any transfers in full compliance with all aspects of data protection legislation.

How Long Does MLKDC Keep Personal Data?

MLKDC keeps personal information as long as it is necessary, and in line with retention and disposal schedules. When personal information is no longer required it will be destroyed securely.

What Are Your Rights?

You have rights under the General Data Protection Regulation that are described below. In all cases, to make a request to MLKDC regarding personal information that it holds on you, or to raise an objection about the processing MLKDC carries out. You should make a request to the MLKDC Data Protection Officer and:

- Either email it to: ian.spence@mazelongkesh.com
- Or write to the address at given at the beginning of this privacy notice.

You can find out more about these rights at the [ICO's website](#). You have rights to:

1. Access

MLKDC tries to be as open as possible in terms of giving you access to your own personal data. You can find out if MLKDC holds any personal information on yourself by making a 'subject access request'. You can find out how to request your personal information at the [ICO's website](#).

If you make a request and MLKDC does hold personal information about you, MLKDC will:

- Give you a description of it.
- Tell you why MLKDC is holding it.
- Tell you who the personal information could be disclosed to.
- Provide you with a copy of your personal information in an intelligible form.

2. Rectification

If you believe the information that MLKDC holds on you is inaccurate or incomplete, you have the right to ask MLKDC to correct it.

3. Erasure

This is also known as 'the right to be forgotten', although it is not an absolute right. In certain cases you can request the deletion or removal of your personal data where there is no compelling reason for its continued processing.

4. Restriction of Processing

If you are not entitled to require MLKDC to erase your personal data you may be entitled to limit the purposes for which the MLKDC can process those data: i.e. to restrict processing. In cases where processing is restricted, MLKDC is permitted to store the personal data, but not to further process it. MLKDC can retain just enough information about you to ensure that the restriction is respected in future.

5. Portability

You have the right to transfer your personal data between Data Controllers.

6. Objection to Processing

MLKDC must have a lawful basis for processing your personal data. Where that lawful basis is either 'public interest' or 'legitimate interests', those lawful bases are not absolute and you may have a right to object to such processing. MLKDC is obliged to consider your request but not necessarily to comply. However, MLKDC will respond with justifications for its decision.

You have the absolute right to object to direct marketing.

7. Automated Decision Making

You have the right not to be evaluated in any material sense solely on the basis of automated processing of your personal data (MLKDC does not do this), subject to certain exceptions.

Complaints

If you are not satisfied with MLKDC's response to your request or inquiry or if you believe MLKDC is not processing your personal data in accordance with the law, you can complain to the Information Commissioner.

You can contact the Information Commissioner either by email, casework@ico.org.uk, or in writing to the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Changes to this Privacy Notice

MLKDC keeps its privacy notice under regular review: the footer on each page shows when it was last updated.