

# Data Protection Privacy Notice

**Data Controller:** Local Government Boundaries Commissioner  
C/O Local Government Division,  
Department for Communities,  
Floor 4, Causeway Exchange,  
1-7 Bedford Street Belfast BT2 7EG  
Email: [Info@lgbc-ni.org.uk](mailto:Info@lgbc-ni.org.uk)

**Data Protection Officer:** Karen McMullan  
Email: [DPO@communities-ni.gov.uk](mailto:DPO@communities-ni.gov.uk)  
Tel: 028 90 829200

## Introduction

1. This Privacy Notice from the Office of the Local Government Boundaries Commissioner (LGBC) tells our customers and service users how we process your personal data in accordance with our legal obligations under the Data Protection Act (DPA) and the UK General Data Protection Regulation (UKGDPR). LGBC is committed to building trust and confidence in our ability to keep your information secure and this Notice explains how we do this. The Local Government Boundaries Review is a periodic Review and a legislative requirement. The Review is taken forward by a Commissioner, appointed by the Department for Communities. The work of the Local Government Boundaries Commissioner is independent of the Department for Communities. The LGBC Office is independent public body within the accounting boundary of DfC.

## Why do you process my personal information?

2. The Local Government Act (Northern Ireland) 1972 provides for the appointment of a Local Government Boundary Commissioner to review the names and boundaries of local government districts and the electoral wards

that make up the district. The Commissioner will publish a set of recommendations that will then be put forward for public consultation as part of the review process. The responses to the public consultation will then be taken into consideration by the Commissioner who may revise the provisional recommendations. It is this consultation process that will lead to a need for processing your personal information.

## What categories of personal data are you processing?

3. The Commissioner will process:

- Your name;
- Your address;
- The organisation you represent if relevant; and
- Your views on local government boundary provision

The Commissioner does not need to process any special category personal data as defined by the UKGDPR. The Commissioner will only process information of that nature if it is provided within consultation responses. When consultation responses are published all special category data will be redacted prior to publication.

If you are representing an organisation then the name of the organisation you are responding on behalf of and local government district of residence may be published on our website. If there is likely to be more than one response from the same organisation, for example a political party may have more than one response from different councillors in the same area, then you can ask us to publish your name as well.

The Commissioner will rely on the lawful basis in Article 6(1)(e) of the UKGDPR – processing is necessary for the performance of a public task carried out in the public interest.

Any special category data provided voluntarily by respondents will be processed under Article 9(2)(g) – reasons of substantial public interest

4. You may request a copy of any personal data we hold on you, at any time, by contacting the Data Controller at [info@lgbc-ni.org.uk](mailto:info@lgbc-ni.org.uk). We will aim to respond to your request within 20 working days.

## Where do you get my personal data from?

5. The Commissioner holds personal data collected through the following:



- i. Through responses to its public consultations (including applications to attend, and oral representations made, at public hearings);
  - ii. Through personal correspondence sent to the Commissioner;
  - iii. Through requests to be included on our mailing lists; and
  - iv. In relation to Commissioners and the Secretariat team.
6. In addition, the Commissioner's Secretariat receives on its enumeration date 4<sup>th</sup> January 2021, a data set of the full electoral register from the Electoral Office for Northern Ireland. This information contains no special category data and is held securely.

## **Do you share my personal data with anyone else?**

7. We will not share your personal data with other organisations unless required to do so by legal obligation. However, we will publish consultation responses on our website with all personal and special category data redacted other than the name of any organisation you are responding on behalf of and local government district of residence. If there is likely to be more than one response from the same organisation, for example a political party may have more than one response from different councillors in the same area, then you can ask us to publish your name as well.

## **Do you transfer my personal data to other countries?**

8. We will not transfer your personal data outside the United Kingdom. However, we will publish consultation responses on our website with all personal information redacted. If you are responding on behalf of an organisation then the name of that organisation will be published on our website and you may ask us to publish your name if you wish. Our website is accessible in other countries.

## **How long do you keep my personal data?**

9. Personal data is held for the duration of a review. Once ended, all files relating to the Review will be subject to scrutiny by Public Record Office of Northern Ireland (PRONI) in line with requirements placed on government bodies and their agencies. Once PRONI have decided what information they require all other information will be deleted except for that which has been published on our website.



10. We do not undertake any automated decision making or profiling using your personal data.

## What rights do I have?

- You have the right to obtain confirmation that your data is being processed, and access to your personal data.
- You are entitled to have personal data rectified if it is inaccurate or incomplete.
- You have a right to have personal data erased and to prevent processing, in specific circumstances.
- You have the right to 'block' or suppress processing of personal data, in specific circumstances.
- You have the right to data portability, in specific circumstance.
- You have the right to object to the processing, in specific circumstance.
- You have rights in relation to automated decision making and profiling.

## How do I complain if I am not happy?

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the Department's Data Protection Officer, Karen McMullan, at: [DPO@communities-ni.gov.uk](mailto:DPO@communities-ni.gov.uk)

Department for Communities  
Information Management Branch  
5<sup>th</sup> Floor  
9 Lanyon Place  
BELFAST  
BT1 3LP

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) Northern Ireland:

Information Commissioner's Office – Northern Ireland  
3<sup>rd</sup> Floor,  
14 Cromac Place,  
Belfast  
BT7 2JB

Tel: 0303 123 1114  
Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)

[Directions to ICO Northern Ireland Office](#)

**LG**  
**BC**  
Local Government  
Boundaries Commissioner  
for Northern Ireland

An Coimisinéir um  
Theorainneacha Rialtais  
Áitiúil do Thuaisceart Éireann

Mairches o Hamelt  
Government Commissioner  
for Northern Ireland