Privacy Notice- Policy Consultation on Proposed Changes to Northern Ireland’s Insolvency and Company Director Disqualification Legislation

**Data Controller Name:** Department for the Economy

**Address:** Insolvency Service, Department for the Economy, Ormeau Avenue Belfast BT2 8NJ

**Email:** [jack.reid@economy-ni.gov.uk](mailto:jack.reid@economy-ni.gov.uk)

**Why are you processing my personal information?**

The Department for the Economy (DfE) has launched a consultation about proposals to amend primary legislation dealing with insolvency procedures. The policy objectives are to simplify and reduce the cost of administering insolvencies. Corresponding amendments have already been made to insolvency legislation applying in England and Wales and policy is to keep Northern Ireland insolvency legislation in parity. An Assembly Act will be required to give effect to these changes.

We will process personal data provided in response to consultations for the purpose of informing the development of our policy, guidance, or other regulatory work in the subject area of the request for views. We will publish a summary of the consultation responses, but this will not contain any personal data. We will not publish the names or contact details of respondents, but will include the names of organisations responding.

We will use the contact details provided to ensure each respondent receives a copy of the Departmental Response to the consultation at the end of the process.

**Under which lawful basis are you processing this information?**

Our lawful basis for processing your personal data is that of public task, in accordance with Section 8 of the Data Protection Act 2018 and Article 6(1) (e) of UK GDPR.

**What categories of personal data are you processing?**

Personal data collected as part of the public consultation process is: name, postal/email address and status/category (i.e. individual or organisation). As part of the consultation response you will be asked if you are responding as an individual or on behalf of an organisation.

**Where do you get my personal data from?**

Information is collected from your consultation response.

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

We process the information internally (within DfE), for the above stated purpose. We will not share your personal data with any third party as part of the consultation process. Information provided in response to this consultation, including personal information, may be subject to publication or disclosure under access to information legislation (primarily the Data Protection Act 2018 / UK General Data Protection Regulation 2018 or the Freedom of Information Act 2000). For this reason, you should identify in your response any information you do not wish to be disclosed and explain why this is the case. Please note that an automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

If we receive a request for disclosure of this information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances.

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

No.

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

The data you provide in your response will be stored on the DfE Record Management system and will be retained for five years after the end of the consultation period, and destroyed in line with the DfE Retention and Disposal Schedule. Categorisation data will be anonymised and will also be held in line with the Department’s Retention and Disposal Schedule.

**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 the right to ‘block’ or suppress processing of personal data, in specific circumstances.

• You have the right to object to the processing**,** in specific circumstances.

• 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 any aspect of this privacy notice, or how your personal information is being processed, please contact the Department’s Data Protection Officer:

**Data Protection Officer:** Bernard McCaughan

**Email: DPO@economy-ni.gov.uk**

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

**Information Commissioner’s Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF