

Privacy Notice

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1 General information

This privacy notice tells you about the personal data held by the Strategic Investment Board (SIB). It explains how SIB uses personal data and the ways in which SIB protects privacy.

This privacy notice takes account of the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, which came into effect on 25 May 2018. It also takes account of the changes following the UK leaving the EU. You can find more information about privacy on the Information Commissioner's website: <https://ico.org.uk/for-the-public/>.

2 What data do we collect?

SIB collects and holds the following categories of personal data:

- Details of its Board Members and employees to support its payroll functions.
- Details relating to its employees to support its Human Resources (HR) functions, including details of next-of-kin.
- Information and other details to support recruitment, which includes successful and unsuccessful candidates for positions, and personal data relating to contact details for referees who are provided to us by a candidate.
- Information collected for the Social Value initiative that is supported by SIB. This includes details of trainees who gain training and/or employment through Social Value opportunities, of brokerage organisations and of people who have signed up to the Social Value newsletter. More information can be found on the Social Value website: <https://socialvalueni.org/>
- Information collected for other projects that SIB undertakes or supports.
- Information required for business contingency and emergency planning.
- Information collected through questionnaires and surveys that it carries out.
- Information to support and facilitate training.

In connection with some of the above, SIB 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.

3 How do we collect your data?

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

SIB obtains personal data from website cookies.

4 Use of website cookies

SIB may use cookies to collect information on some websites. You can find more information on these cookies here: <https://sibni.org/site-pages/cookie-policy/>

5 How will we use your data?

SIB collects and processes personal data to carry out its public tasks, to meet its legal obligations and legitimate interests, to deliver its services, to maintain its accounts and records, to support and manage its employees, and for the purposes of litigation and legal advice.

SIB also processes personal data 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.

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

SIB may also collect information through voluntarily completed surveys or participation in consultations managed directly, on behalf of clients or on its own behalf.

6 How do we store your data?

All the personal data SIB collects and uses is processed within the UK or European Economic Area (EEA) or covered by data adequacy agreements.

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

7 How long do we keep your data?

SIB complies with the storage limitation principle and keeps personal data only as long as we need it, and in line with its Retention and Disposal Schedule. When personal data is no longer required it will be destroyed securely.

8 Will we share your data?

We share personal information only when it is fair, lawful and appropriate to do so. This includes instances when it is necessary - e.g. 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. SIB may share personal data with the following:

- Your family, next-of-kin, associates or representatives
- Employment and recruitment agencies
- Current, past and prospective employers
- Educators and examining bodies
- Central government
- Local government
- Credit reference agencies
- Suppliers and service providers, including providers of training
- Debt collection and tracing agencies
- Financial organisations
- Courts, tribunals and parties to litigation
- Police forces
- Emergency responders
- The national archives in considering whether information is subject to the archiving in the public interest purpose.

9 What are your data protection rights?

SIB would like to make sure you are fully aware of all your data protection rights. You can find detailed information about your rights at the ICO website (<https://ico.org.uk/for-the-public/>). Everyone has the following rights:

10.1 The right to access your personal data

You have the right to ask us for copies of your personal data. There are some exemptions, which means you may not always receive all the information we process.

10.2 The right to rectification

You have the right to ask us to correct information you believe is inaccurate. You also have the right to ask us to complete information you believe is incomplete.

10.3 The right to erasure

You have the right to ask us to erase your personal data under certain conditions.

10.4 The right to restrict processing

You have the right to ask us to restrict the processing of your information under certain conditions.

10.5 The right to object to processing

You have the right to object to SIB's processing of your personal data, under certain conditions.

You have the absolute right to object to direct marketing.

10.6 The right to data portability

You have the right to ask that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

10 How do I request my personal data?

SIB tries to be as open as possible in terms of giving you access to your own personal data. You can find out if SIB holds any of your personal data by making a Subject Access Request.

To make a Subject Access Request, please submit your request in writing:

By email: contact@sibni.org

By post: Data Protection Officer
Strategic Investment Board
The Kelvin
17-25 College Square East
Belfast
BT1 6DE

Please provide as much detail as possible to help us locate the information you are requesting.

You are not required to pay any charge for exercising your rights. We have one month to respond to you.

11 How to contact us

The Strategic Investment Board is the data controller for the personal data we process, unless otherwise stated.

SIB's Data Protection Officer is Angelina McGilly.

You can contact us:

By post: Strategic Investment Board
The Kelvin
17-25 College Square East
Belfast
BT1 6DE

By telephone: 028 9025 0900

By email: contact@sibni.org

12 Your right to complain

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

SIB is registered with the Information Commissioner's Office under reference Z9763303.

You can contact them via:

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

Helpline: 0303 123 1113

Website: <https://ico.org.uk/make-a-complaint/>

13 Changes to this Privacy Notice

SIB keeps its privacy notice under regular review. The most recent update was 21 October 2024.