

# Privacy Statement

This privacy statement sets out how NIPEC uses and protects any information that you give NIPEC when you use this website.

We are registered as a Data Controller (under the company name of NIPEC) with the Information Commissioner in the UK (Registration Entry Z8295312). We are, therefore, bound by the responsibilities set out in the General Data Protection Regulation (GDPR 2018). For further information please visit the [Information Commissioner website](#).

NIPEC's Privacy Statement is effective from 25<sup>th</sup> May 2018. NIPEC may change this statement by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

Should you have any queries or concerns regarding the personal information we collect from you or how we use this information please contact us by email at [enquiries@nipec.hscni.net](mailto:enquiries@nipec.hscni.net)

## Freedom of Information

**The Freedom of Information (FOI) Act 2000** makes it easier for you to get information about us. This law, which came into force on 1 January 2005, means that anyone, anywhere can ask for any information we hold.

Under the Freedom of Information Act 2000, NIPEC is legally committed to providing timely and accessible information to the public and responding to reasonable requests for information. There are no time limits on how far back you can gain access to information, as long as we hold it on record.

All you have to do is submit your request in writing by letter to:

NIPEC Enquiries  
Centre House  
79 Chichester Street  
Belfast  
BT1 4JE

or by email [enquiries@nipec.hscni.net](mailto:enquiries@nipec.hscni.net)

## What we collect

We may collect the following information:

- name and job title
- contact information including email address
- information relating to your job
- other information relevant to surveys

## Keeping your personal information

We will keep your personal information for as long as necessary to fulfil the purposes we collected it for or as required by law. We will not sell, distribute or lease your personal information to third parties.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

## Your rights

You have the right to request a copy of the information we hold about you. To request your information please email us at [enquiries@nipec.hscni.net](mailto:enquiries@nipec.hscni.net)

If you have signed up to receive NIPEC's SCAN publication we will hold your contact details on a secure database for the purpose of sending you this publication. The database is not accessible to the public, and is only used by NIPEC for this purpose. Details from the database will not be disclosed to any third party for any reason.

- **Forget Me Facility**

If you have been involved in a NIPEC project, and we have information for example, video clips, real life story, photos etc., you have the right to request your information to be permanently deleted from the site. To do this please email NIPEC: [enquiries@nipec.hscni.net](mailto:enquiries@nipec.hscni.net)

If you no longer wish to receive SCAN publications please select the "remove my name from the database" option on the signup form.

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect and store online.

## **How we use cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.