



## PRIVACY NOTICE

The Redress Board is committed to protecting your privacy. This Privacy Notice explains your rights under the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR) and describes the type of information we may hold about you, how it may be used, and with whom we might share it.

**Data Controller Name: HIA Redress Board**

**Address: Headline Building, 14 Victoria St, Belfast BT1 3GG**

Data Protection Officer Contact Details:

Telephone: TBC

Email: [admin@hiaredressni.uk](mailto:admin@hiaredressni.uk)

### Why do we need your personal data?

The Redress Board is responsible for receiving and processing applications for compensation from those who experienced abuse in residential institutions in Northern Ireland between 1922 and 1995. Whether you are (i) the applicant, (ii) applying on someone else's behalf or (iii) applying on behalf of a person who is deceased, the data you provide will be used for the purposes of processing and determining applications for compensation. Your data will be treated sensitively and confidentially and in accordance with the GDPR.

### What is the legal basis for processing your data?

We only use your data where we have a legal basis to do so. The legal basis for processing your personal data is set out in the Historical Institutional Abuse (Northern Ireland) Act 2019 ("the Act") and Historical Institutional Abuse Redress Board (Applications and Appeals) Rules (Northern Ireland) 2020 ("the Rules").

### What data is requested?

The following data is required to enable the Redress Board to effectively process and determine your application for compensation:

- Name
- Previous names
- Address
- Telephone Number(s)
- Email
- Date of Birth
- National Insurance Number
- Photographic Identification
- Medical Records
- Expert/Specialist Reports
- Birth Certificate
- Death Certificate
- Proof of Power of Attorney/Controller
- Bank details

In addition to the personal data we receive from individuals applying to the Redress Board for compensation, we may also receive data from individuals and organisations within Northern Ireland including:

- Public Records Office Northern Ireland (PRONI)
- Religious & charitable organisations which ran residential institutions
- Police Service Northern Ireland (PSNI)
- Other Northern Ireland government departments.
- Health & Social Care Trusts

If personal data is supplied, the Redress Board will safeguard the security of that data in line with the GDPR.

### **Sensitive or Special Categories of Personal Data**

As part of the application process we will ask you to tell us about your experience while resident in an institution in Northern Ireland. We need this information to verify that you are entitled to compensation and to assess the amount of that compensation. We ask for information about where and when you were in care.

If you provided evidence to the Historical Institutional Abuse Inquiry (Hart Inquiry) your records have been archived by PRONI under the Public Records Act (NI) 1923 in line with the DPA and GDPR. The Redress Board will request a copy of that information from PRONI on your behalf.

If you did not provide evidence to the Hart Inquiry we will write to the institution(s) you identify in your application form to verify the information provided. When we do this we are required, by the Rules, to share the following data:

- the name of the applicant or, where the application is in respect of a deceased person, the name of the deceased person;
- the name and address of the institution in which the applicant or deceased person was resident;
- the period during which the applicant or deceased person was resident in the institution; and
- the name of any person referred to in the application as having responsibility for the abuse to which the application relates.

We will also ask you to provide copies of relevant medical records and/or other expert reports. This will enable the Redress Board to process your application and determine the amount of compensation payable to you.

### **How your data will be used?**

Your data will be used primarily to process and determine your application for compensation. It will also be used to collate anonymised statistical and financial reports for the monitoring and budgeting purposes of the HIA Redress Board and the sponsor department (DoJ). Section 18 of the Act requires the Redress Board to provide certain information in relation to legal advice and assistance to the Department of Justice, if the Department of Justice make such a request. This information includes the name and address of each person who has applied for

compensation, or brought an appeal, and who has been receiving legal advice and assistance, as well as details of the solicitors involved.

### **Who will have access to your data?**

Your data will be viewed by authorised people within the Redress Board Administration Team and will be used for the purposes set out above. Your data will also be viewed by Redress Board panel members for the purpose of determining the value of any award of compensation to be paid to you. If you choose not to provide the Redress Board with personal information, this may impact on our ability to process and determine your application.

### **Who will we share your personal data with?**

Personal data is only shared when it is necessary:

- “for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller” in terms of Article 6(e) of the GDPR; or
- “for compliance with a legal obligation to which the controller is subject” under Article 6(c) of the GDPR.

Please note, the identity of any person you mention in the course of your application as being responsible for abuse may be disclosed to the Police Service of Northern Ireland (PSNI) and/or the Health and Social Care authorities. This is so that the appropriate authorities can assess any risk that a person may currently pose to children and/or to vulnerable adults.

### **How we will keep your data secure?**

The Redress Board is committed to protecting your privacy. Personal data held by the Redress Board will be managed effectively and stored in a secure location, and on secure IT systems and networks.

### **How long will we keep your personal data?**

We will keep your data until the statutory redress scheme under which the Redress Board operates is closed. The closing date of the statutory redress scheme is not known at this time.

### **Your rights**

The GDPR provides you with a specific set of legal rights over your personal and sensitive data. You are entitled to ask us to:

- Provide you with a copy of your personal information. This allows you to see how and why we are using your information and that we are doing so lawfully. This is commonly known as a Subject Access Request and must be replied to within one month. <https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/>
- Correct your personal information if you think it is wrong or incomplete. We will take reasonable steps to check and correct your information. Right to Rectification <https://ico.org.uk/your-data-matters/your-right-to-get-your-data-corrected/>

- To erase your personal information and prevent processing in specific circumstances, often referred to as the 'Right to be Forgotten'. <https://ico.org.uk/your-data-matters/the-right-to-object-to-the-use-of-your-data/>
- To 'block' or suppress the processing of personal data in specific circumstances. (Right to restrict processing <https://ico.org.uk/your-data-matters/your-right-to-limit-how-organisations-use-your-data/>)
- To provide you with your personal data in a format which can be used across different IT environments in specific circumstances. (Right to Data Portability <https://ico.org.uk/your-data-matters/your-right-to-data-portability/>)
- To accept your objection to your personal data being processed. This applies in certain circumstances. (Right to Object <https://ico.org.uk/your-data-matters/the-right-to-object-to-the-use-of-your-data/>)

You also have the Right to be Informed. This means that when we collect personal information from you we will explain our purposes for processing your personal data, our retention periods for that personal data, and who it will be shared with (which we do in this Privacy Notice).

Find out more about your rights on the Information Commissioner's website – <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-generaldata-protection-regulation-gdpr/individual-rights/>

For more information about your rights under GDPR, please see link below: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

### **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 Redress Board Data Protection Officer at: [admin@hiaredressni.yk](mailto:admin@hiaredressni.yk)

If you feel we have been unable, or unwilling, to resolve your data rights concern, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). The ICO are the supervisory authority responsible for data protection in the UK.

For further information, including independent data protection advice and information in relation to your rights, you can contact the Northern Ireland Information Commissioner's Office at:

### **The Information Commissioner's Office – Northern Ireland**

3rd Floor  
14 Cromac Place,  
Belfast  
BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114

Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)

You may also contact the ICO Head Office at:

**Information Commissioner's Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk) <https://ico.org.uk/global/contact-us/>

**Changes to this Privacy Notice**

We keep our privacy notice under regular review. If we make changes, we will update this notice. Check this notice to make sure you are aware of what information we collect, how we use it and the circumstances we may share it with other organisations.

This privacy notice was last updated in March 2020.