

Business Services Organisation (BSO) Equality Unit - Privacy Statement (Training)

The following statement explains the Equality Unit's policy regarding the personal data we store in relation to training.

Our aim is to respect your privacy and comply with the Data Protection Act 1998 and the forthcoming General Data Protection Regulation (GDPR).

The Data Controller

The Business Services Organisation (BSO) is the Data Controller for any personal data you give to us.

What personal data we collect and what we do with it

When you book a course we will collect your name, organisation and team you work for and your email address.

We will use your details to:

- Deliver our contract to provide training to you;
- Contact you with regard to any matter arising from your booking or attendance at our event;
- Distribute a delegate list to teaching staff (this could be a member of Equality Unit teaching staff or an external provider); and
- To issue attendance reports to customers (i.e. monthly attendance reports are issued to SLA clients who are the 11 regional Health and Social Care organisations) who may in turn upload the information to your HRPTS records.

After the session we will record whether or not you attended the course. If you cancel your place earlier than 5 working days in advance of the session, we will not record your details. If you do so within 5 working days or if you do not attend on the day we will record you as 'Did Not Attend'.

How long we keep your personal data

Under Good Management Good Records (GMGR) we hold course attendance information for 25 years.

Third Parties

We will not pass on any of your details to any other party beyond the 11 organisations.

Protecting Your Personal Data

We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place appropriate technical, physical and managerial procedures to safeguard and secure the information we collect from you.

Your Rights

You can object or withdraw your consent to the use of your personal data at anytime. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information we hold about you;
- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

To learn more about these rights please see the [ICO website](#).

Please address any such requests to the Equality Unit in the first instance: email Equality.Unit@hscni.net or phone 028 9536 3961. These details will then be passed on to the Corporate Services Directorate within the Business Services Organisation.

If you would like to make a formal complaint regarding the Equality Unit please forward this to: complaints.bso@hscni.net or contact the Admin Services Manager on 028 9536 3666

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