

Privacy Notice - Events & Tours in Parliament Buildings

This Privacy Notice sets out how the Northern Ireland Assembly Commission (NIAC) uses and protects the information we collect from you, or that you provide to the Events Team in relation to sponsored events; corporate events and weddings; and sponsored tours of Parliament Buildings.

Please read this Notice to understand our policies, practices and procedures regarding personal data and how we will treat it.

Data Controller Name: Northern Ireland Assembly Commission
Address: Parliament Buildings, Ballymiscaw, Stormont Estate, Belfast, BT4 3XX
Telephone: (028) 90521137
Email: raise@niassembly.gov.uk

Business Contact: Ashley McIlwrath
Email: ashley.mcilwrath@niassembly.gov.uk
Telephone: (028) 90520381

Why are you processing my personal information?

We require certain information to manage and administer sponsored events; corporate events and weddings; and sponsored tours of Parliament Buildings. As an event/tour/organiser, wedding planner or an individual we will process the information you provide as follows:

Name of attendees / organiser: This will be used for registration lists and security access

Contact Details: This will be used for management and administration of the event

Company/Organisation: This will be used for administration and security access

Special Requirements: Information will be used to make appropriate adjustments to the event for individuals as required

Car Registration: Provided to our security team to allow for car park access

Images: Please be aware as Parliament Buildings is a public building on occasion there may be photography, filming or recording in the Great Hall or other public spaces, such as the precincts of the building. Signage at the entrances to Parliament Buildings will notify visitors that this is the case.

Guests at events/tours may take photographs or record footage of the event. We are not responsible for the use that any other person makes, or may make, of any such images.

What is the lawful basis for processing your personal information?

Article 6 (page 36) of the General Data Protection Regulations sets out the legal basis for the legitimate processing of personal data. For the events team, the legal basis is as follows:

‘(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;’

At any moment in time you have the right to opt out of the agreement. You can do this by simply emailing us at: events@niassembly.gov.uk and your details will be deleted. This may impact the level of services we can provide you.

Where do you get my personal information from?

Information may be collected from you directly: by completing our event planning form on survey monkey; via the event/tour sponsor or organiser.

Please Note: Event / Tour sponsors or organisers must make all attendees aware of the NIAC Privacy Policy before obtaining and providing their personal data to the NIAC

Do you share my personal data with anyone else?

Your personal data is shared internally only for administrative, management and security purposes

Do you transfer my data to other countries?

No, your information will not be shared externally.

How long do you keep my personal data?

We securely retain your information for up to 2 years, in line with our retention policy.

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 a right to have personal data erased and to prevent processing, in specific circumstances
- You have the right to ‘block’ or suppress processing of personal data, in specific circumstances
- You have the right to data portability, 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 how any aspect of this privacy notice, or how your personal information is being processed, please contact the NI Assembly Information Standards Officer at: Email: martina.dalton@niassembly.gov.uk Tel: (028) 90521147

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

Tel: 0303 123 1113

Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>