

CYPSP Privacy Notice – Communications Activity

Data Controller Name: Children and Young People's Strategic Partnership

Health and Social Care Board
12-22 Linenhall Street
Belfast

Email: cypsp@hscni.net

Why are you processing my personal information?

1. State the purpose of processing:

We need your personal information to allow us to send you information about the role and work of the Children and Young People's Strategic Partnership and Family Support Hubs.

2. Outline the lawful basis for processing i.e. consent; contract; legal obligation; vital interests; public task or legitimate interests.

We have identified the lawful basis for processing your personal information as consent and as such the CYPSP will require your written consent in order to receive information from us. Confirmation of consent being given will be held on our system. We will ask you to complete a form giving your consent.

You have the right to ask us to delete your contact details from our records at any time and you can do so by contacting us by email at cypsp@hscni.net or by phoning the Health and Social Care Board at 028 95 363168.

3. Do you share my personal data with anyone else?

The CYPSP will not routinely share your personal data with any other organisations. We may however have to share your personal data with the Information Commissioner's Office (ICO) if you complain to them about how we have handled your information.

4. Do you transfer my personal data to other countries?

The CYPSP does not transfer personal information overseas.

5. How long do you keep my personal data?

We will retain your data in line with our Retention and Disposal Schedule which states: We will review your consent agreement after 5 years.

6. What rights do I have?

You have the right to object to the processing in specific circumstances.

In addition:

- 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 rights in relation to automated decision making and profiling.

7. How do I exercise my rights or complain if I am not happy?

You can find out more information about your rights on the Information Commissioner's Office website or you can contact them at the address provided below.

If you wish to exercise any of your rights or if you are unhappy with any aspect of this privacy notice please contact the CYPSP Information Manager: Email cypsp@hscni.net

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

E-Mail: casework@ico.org.uk <https://ico.org.uk/global/contact-us/>