



## **DATA PROTECTION POLICY STATEMENT**

In order to carry out its proper business and organisation functions Northern Ireland Screen has to collect and use information about people with whom it works. These may include current, past and prospective employees, clients, funded organisations, suppliers and others with whom it communicates.

Northern Ireland Screen is committed to meeting its obligations under the Data Protection Act 1998 and will ensure that data collected and used will be relevant to its legitimate purposes. Anyone involved in the processing of personal data will comply with the eight principles of good practice as follows;

- fairly and lawfully processed;
- processed for limited purposes;
- adequate, relevant and not excessive;
- accurate and up to date;
- not kept longer than necessary;
- processed in accordance with the rights of individuals;
- kept secure;
- not transferred outside the European Economic Area (EEA) without adequate protection.

### **Disclosure of Personal Information**

Strict conditions apply to the passing of personal information both internally and externally. In certain circumstances, information relating to staff acting in a business capacity may be made available provided there is:

- A legal obligation to do so; or
- The information is clearly not intrusive in nature; or
- The member of staff has consented to the disclosure; or
- The information is in a form that does not identify individual employees.

### **Handling of Personal Information**

Northern Ireland Screen will through appropriate management and strict application of controls:

- Fully observe conditions regarding the fair collection and use of personal information;



- Meets its legal obligations to specify the purposes for which personal information is used;
- Collect and process appropriate personal information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- Ensure the quality of personal information used;
- Apply strict checks to determine the length of time personal information is held;
- Ensure that the rights of people about whom information is held can be fully exercised under the Act;
- Take appropriate technical and organisational security measures to safeguard personal information;
- Ensure that personal information is not transferred outside the European Economic area without adequate safeguards.

In addition, Northern Ireland Screen will ensure that:

- Everyone managing and handling personal information understands that they are directly and personally responsible for following good data protection practice;
- Everyone managing and handling personal information is appropriately trained to do so;
- Everyone managing and handling personal information is appropriately supervised;
- Anyone wanting to make enquiries about handling personal information knows what to do;
- Queries about handling personal information are promptly and courteously dealt with;
- Performance with handling personal information is regularly assessed.

### **Policy Awareness**

A copy of this policy statement will be given to all new members of staff and interested third parties. Existing staff and any relevant third parties will be advised of the policy which will be available on the Northern Ireland Screen website as will any subsequent revisions. All staff and relevant third parties are to be familiar with and comply with the policy at all times.



## **Northern Ireland Screen's Designated Data Controller**

Northern Ireland Screen's Director of Finance and Corporate Services is responsible for ensuring compliance with the Data Protection Act and implementation of this policy on behalf of the Chief Executive Officer. Contact details for the Director of Finance and Corporate Services are : Linda Martin, Northern Ireland Screen, 3<sup>rd</sup> Floor Alfred House, 21 Alfred Street, Belfast BT2 8ED, T 028 9023 2444 E [Linda@NorthernIrelandScreen.co.uk](mailto:Linda@NorthernIrelandScreen.co.uk)

Any queries relating to the interpretation or operation of this policy should be taken up in the first instance with the Director of Finance and Corporate Services.

## **Policy Responsibility**

The CEO has specific responsibility for the effective implementation of this policy and each member of the Senior Management Team also has responsibilities to abide by and ensure adherence to the policy.

Any employee who considers that the policy has not been followed in respect of personal data about themselves should raise the matter with their Line Manager or Northern Ireland Screen's Director of Finance and Corporate Services in the first instance.

## **Subject Access**

All individuals who are the subject of personal data held by Northern Ireland Screen are entitled to:

- Ask what information Northern Ireland Screen holds about them and why;
- Ask how to gain access to it;
- Be informed how to keep it up to date
- Be informed what Northern Ireland Screen is doing to comply with its obligations under the Data Protection Act 1998.

## **Employee Responsibilities**

It is the responsibility of all employees to:

- Check that any personal data that they provide to Northern Ireland Screen is accurate and up-to-date;
- Inform Northern Ireland Screen of any changes to information which have provided e.g. change of address etc;



- Check any information that Northern Ireland Screen may send out from time to time, giving details of information that is being kept and processed;

Where employees are required to collect information about other people, they must comply with the Policy and with the Data Protection Procedures.

### **Data Security**

In order to ensure that data is securely stored at all times, precautions must be taken against physical loss or damage and both access and disclosure must be restricted. It is the responsibility of each member of staff to ensure that:

- Any personal data that they hold is securely stored; and
- Personal information is not disclosed either verbally or in writing or otherwise to any unauthorised third party.

### **The Rights of Access to Information**

Northern Ireland Screen employees and any other subjects of personal data held by Northern Ireland Screen have the right to access any personal data about them that is kept on paper file, on computer hard drive or by any other means of storage. This right of access is subject to certain exemptions as set out in the Data Protection Act. Any person wishing to exercise their right of access should make a written request (including via e-mail) in the first instance to Northern Ireland Screen's Data Protection Controller, the Director of Finance and Corporate Services.

Northern Ireland Screen reserves the right to charge the maximum fee payable for each subject access request. Where personal details are inaccurate they can be amended on request.

Northern Ireland Screen aims to comply with requests for access to personal information as quickly as possible, but in any case will ensure that the information is provided within 40 days of receipt of the request. In the event of a delay, the reason for this delay will be explained in writing to the individual making the request.

### **Publication of Northern Ireland Screen Information**

Information that is already in the public domain is exempt from the Data Protection Act. This will include, for example, information on staff contained within externally circulated publications such as the E-Zine and the Annual Report. Where an individual has good reason for wishing that these details remain confidential should contact the Data Protection Controller to advise them of these circumstances.



### **Subject Consent**

The need to process data for normal purposes has been communicated to all data subjects. In the case of sensitive data, such as health, religion or gender, express consent to process the data must be obtained. Processing may be necessary to operate Northern Ireland Screen policies, such as Health and Safety and Equal Opportunities.

### **Data Retention**

Northern Ireland Screen will keep some types of information longer than others. All staff are responsible for ensuring that information is not kept any longer than necessary.