

LPS Privacy Notice

Information LPS holds about you

Introduction

The Department of Finance (DoF), of which Land & Property Services (LPS) is part of, is a data controller within the meaning of the General Data Protection Regulation (UK GDPR) and the Data Protection Act (DPA) and we process large volumes of personal data in adherence with this legislation. LPS only provides your information to others where the law requires or allows us to or with your consent.

What information we need

We process information relevant to the reasons/purposes stated below. This may include:

- Name;
- Telephone numbers;
- Email addresses;
- Other personal details such as date of birth;
- Family, lifestyle and social circumstances;
- Financial details;
- Employment and education details;
- Goods or services provided;
- Business details of sole traders;
- Propensity to pay information (credit scores);
- Property details such as purchase price, date and other details;
- National Insurance number;
- Universal Credit details such as award amount;

- Occupancy details such as who else lives in the property;
- Landlord's details such as name and address;
- Owner's details such as name and address;
- Correspondence addresses; and
- Property and / or billing address details.

We process personal information about our:

- Customers and clients;
- Suppliers and services providers;
- Advisers, consultants and other professional experts;
- Complainants and enquirers;
- People involved in court cases involving Government, including Tribunals; and
- Members of staff.

Special categories of personal data

We may process special categories (as defined in Article 9 of the General Data Protection Regulation) of information that may include:

- Physical or mental health details;
- Racial or ethnic origin;
- Religious or other beliefs of a similar nature; and
- Trade union membership.
- Health information for Disabled Person Allowance applications only

Why we process personal information

We collect and process personal information to allow us to meet our legal obligations and public functions, including:

- For the purpose of assessing liability and billing for rates;
- For the collection and recovery of rate revenue;
- For assessment of relief claims, including rate rebates;
- For valuation purposes;
- For land and property registration purposes;
- For mapping and ordnance survey purposes, including map sales and licensing of mapping products and services, including Spatial NI;

- For corporate and administrative reasons to support the above; and
- To administer COVID-19 related support schemes.
- The use of CCTV and camera systems for crime prevention and detection

Privacy Information Statements can be found [here](#) for the above listed purposes.

Use of cookies

Website usage information is collected using cookies. You can read more on DoF's [Cookies](#) page. NICS websites use cookies to save customer and client data provided through LPS digital services which are compliant with The Privacy and Electronic Communications Regulations. Cookie policies for the online services LPS provides can be found on the NICS websites which host LPS digital services.

How we obtain personal information

We obtain personal information from you, your representatives and/or agents and government departments including their agencies/arms-length bodies and from other publicly accessible sources. In order to carry out our statutory functions we may obtain information under our legal bases from other organisations.

Who and where we may obtain information about you from

Where necessary or required we may obtain your personal information from:

- You, your representatives and/or agents;
- Application forms completed by yourself or your advisors including appointees;
- Correspondence, documents, forms and affidavits lodged by yourself, your advisors or third parties;
- Family, associates and representatives of the person whose personal data we are processing;
- Employment and recruitment agencies;
- Current, past and prospective employers;
- Educators and examining bodies;
- Central government;
- Local government;
- Credit reference agencies and data solution companies to support the verification of customer data and debt collection;

- Suppliers and service providers;
- Debt collection and tracing agencies;
- Financial organisations such as banks and building societies;
- Courts, tribunals and parties to litigation;
- Emergency responders;
- Business Improvements Districts (BIDs);
- Police forces;
- Social media and other public platforms;
- SpatialNI collects information on websites and applications using Google Analytics;
- Other government departments and organisations working as their agents, including DfC Universal Credit Operational Control Centre and the Enforcement of Judgements Office;
- The courts on production of a valid court order;
- Northern Ireland (NI) Water;
- Taxation authorities such as Inland Revenue and Her Majesty's Revenue & Customs (HMRC);
- Northern Ireland Housing Executive;
- Registered Housing Associations;
- Private landlords; and
- Land Registry Transfer Forms.
- CCTV Recordings

Who the information may be shared with

- Enforcement of Judgements Office for recovery of rates liability and other purposes;
- The courts on production of a valid court order;
- NI Water for prevention of fraud purposes;
- Taxation authorities such as Inland Revenue and HMRC;
- Northern Ireland Housing Executive including information on tenancies for Rate Rebate and Housing Benefit purposes;
- Department for Communities – for Universal Credit purposes, prevention of fraud and Empty Homes Strategy;
- Department for Work and Pensions - Searchlight System – for Universal Credit purposes;

- Registered Housing Associations - information on tenancies for Rate Rebate purposes;
- Local councils – including for collection of rates purposes;
- Credit reference agencies – collection of rates and prevention of fraud;
- Emergency responders;
- Business Improvements Districts (BIDs);
- National Audit Office for the purpose of the prevention and detection of fraud as part of the National Fraud Initiative;
- Police forces; and
- Other authorities for the purposes of them carrying out their statutory functions.

How we use information about you

We may use your information to:

- Administer the assessment, billing, collection and legal recovery of rates;
- Evaluate relief schemes;
- Verify land and property details and authentication of occupancy and/or ownership;
- Maintain public Land Registers which can be accessed by any individual or organisation on payment of a search fee;
- Issue notices or direct another party to serve notice on interested parties in relation to Land Registry applications;
- Issue a summons for you to attend a hearing in Land Registry;
- Analyse and publish statistics in relation to land and property including in anonymised and/or aggregated formats; and
- Compare it against other information to help combat fraud and crime.

Land Registry, Registry of Deeds, Statutory Charges and Ground Rent Redemption details are held in a public register which can be accessed by any individual or organisation on payment of a search fee.

Except as otherwise stated, LPS may use information you provide to communicate information to you (if you have requested it), for internal marketing and research purposes, and for the purposes specified in this Privacy Notice.

We process personal information for the purposes of litigation and legal advice, to enable us to promote and deliver our goods and services, to maintain our accounts and records and to support and manage Northern Ireland Civil Service staff. We also process personal information for the purposes of detection and investigation of suspected or actual fraud, loss or crime, and data matching under the National Fraud Initiative and as required by other legislation.

Mapping will process personal data when necessary for performance of a contract – e.g. it will be necessary to process details in order to effect payment for OSNI products, or licences. Mapping will process personal data only when necessary for performance of a contract – e.g. it will be necessary to process details in order to effect payment and delivery for OSNI products, or licences.

Cameo online map shop uses personal information to enable to purchase or licence of mapping products online and the dispatch of same. Mapping shares personal information with Account NI only to facilitate payment transactions for goods and services. Personal payment details are processed by the payment service provider Worldpay to enable to financial transaction to be completed for sales of maps and licensing of mapping products.

LPS does not disclose any information you provide to any third parties or other Government departments except where:

- Such disclosures are necessary to fulfil LPS service obligations to you, in which case LPS will require such third parties to agree to treat it in accordance with this Privacy Notice;
- Required by applicable laws, courts orders, or government regulations (for example, to prevent or detect crime); or
- You give LPS permission to do so.

How long LPS keeps your personal data

We will only retain your data for as long as necessary to process what we need to and in line with the [DoF's Retention and Disposal Schedule](#).

Your rights

These are covered in the main [DoF Departmental Privacy Notice](#).

LPS will take all reasonable steps in accordance with legal obligations to update or correct, personally identifiable information that you provide to us.

You have a right to ask to see details of any personal information that LPS hold about you. If you wish to do so please contact LPS's Information Management Unit or the LPS office that you have been dealing with (information@psni@financeni.gov.uk).

LPS has a legal duty to protect the confidentiality of customer information. LPS take all reasonable steps to protect any information you submit in accordance with legislation such as the UK GDPR and DPA.

LPS take all appropriate steps to protect the personally identifiable information you give us from loss, misuse, and unauthorised access, disclosure, alteration, or destruction. LPS safeguards your data and operates strict data security standards to prevent any unauthorised access to it.

LPS has a duty to protect public funds and to this end may use information provided for prevention and detection of fraud.

LPS participates in the National Fraud Initiative (NFI), an exercise that matches electronic data within and between audited bodies to prevent and detect fraud. The use of data for these purposes does not require the consent of the individuals concerned under the UK GDPR and DPA. However, it is controlled to ensure compliance with data protection and human rights legislation. For more information go to:

<https://www.gov.uk/government/collections/national-fraud-initiative>

Full details of the DoF's role as a data controller and your rights in relation to information we hold about you can be found in the main [Department of Finance Privacy Notice](#).

If you want to request information about this privacy notice or our data protection policy, you can email us at DataProtectionOfficer@finance-ni.gov.uk or write to:

Department of Finance - Data Protection Officer

Craigantlet Buildings

Stoney Road

Belfast

BT4 3SX

Email: DataProtectionOfficer@finance-ni.gov.uk

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