

## **Sales and Licensing of Mapping Products (Ordnance Survey NI) Privacy Information Statement**

Ordnance Survey Northern Ireland (OSNI), a division within the Department of Finance (DoF) Land & Property Services (LPS), is responsible for mapping in Northern Ireland.

In order to carry out its functions, OSNI is required to process some personal information. This includes Spatial NI which has its own [privacy statement](#) and [cookie policy](#). The type(s) of data we hold and the reason(s) we are required to process it are set out below. The Department of Finance is the data controller of the information and is committed to protecting your privacy at all times when using your personal data.

### **Purpose for processing**

We collect and process personal information for the sale or licensing of mapping products or services.

The lawful basis for processing your personal data is the necessity for performance of a contract. We process personal data in organisational and/or customer legitimate interests when improving services and to detect and prevent fraud.

Most categories of digital data are supplied under annual license or refreshed as and when necessary; therefore there is a contractual requirement to provide contact details which may include personal data.

### **Types of personal data**

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

- Name
- Email
- Telephone number
- Correspondence/ delivery address
- Business details of sole traders
- Credit/Debit card details for payment

You are asked to provide a contact telephone number in case we need to contact you about your order. You do not have to provide your phone number but it will help you by enabling us to contact you promptly if we have a query about your order.

## **Special categories of personal data**

OSNI do not process Special Categories (as defined in Article 9 of UKGDPR).

## **Lawful basis for Processing**

Map sales and product licensing is carried out under performance of contract and in accordance with OSNI's public task.

Full lawful bases under which LPS acts in processing your data are viewable under [LPS Privacy Notices](#)

See also the main [DoF Privacy Notice](#) and [Spatial NI Privacy Statement](#)

## **How we obtain it**

The OSNI online map shop collects personal information entered online by the customer at the registration and purchasing of product stages.

The offline map service and digital data supply collect personal information from the customer by email and/or telephone during the product order process.

The archive service collects personal information from the customer by email, telephone or in person during the appointment and order process.

The commercial and licensing service collects personal information from customers by email, telephone and in person, during the contract discussion and negotiation stages, for the purposes of ongoing licensing.

## **Who will it be shared with**

For credit/debit card payment the OSNI online map shop uses the FIS Worldpay Point to Point Encryption (P2PE) payment service, a Payment Card Industry Security Standards Council (PCI SSC) validated solution. Whilst full account number and CVV details are processed, these do not remain in the system after authentication. The cardholders name and other personal information may be recorded along with the transaction reference.

The offline map service and archive services securely process customer credit/debit card details via [Worldpay](#). During this process no card details are recorded, but entered directly using a Worldpay secure online platform.

For the licensing of mapping products and data we share personal information with Account NI to facilitate payment transactions.

We may also have to release information because of a legal requirement on us or pursuant to a court order.

We reserve the right to disclose your personal information to comply with applicable laws (such as the Data Protection Act/ UKGDPR) and regulatory bodies' lawful requests for information.

### **How will it be used**

We use information about you to enable the purchase of and/or delivery of mapping products and/or the licensing of mapping data.

We will not use your personal data for profiling, direct marketing, statistical or research purposes.

### **How long will we keep it**

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

### **Your Rights**

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

See also the [Spatial NI privacy statement](#) and the [Spatial NI cookie policy](#)

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