

PRIVACY NOTICE

Digital Shared Services Digital Inclusion Unit – Go ON NI

Digital Security and Engagement is a Directorate of Digital Shared Services (DSS) within the Department of Finance. It is responsible for the provision of IT infrastructure services for the NI Civil Service and some wider public sector organisations.

In order to carry out its functions, Digital Security and Engagement processes a range of personal information. This Privacy Statement relates to the NICS Digital Inclusion Unit – Go ON NI and explains how we use information about you and the ways in which we will safeguard your data. The type of data we hold and the reasons 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 of processing

Your information is collected for the purpose of informing you about the Go ON NI courses available and to arrange booking a session delivered by Libraries NI or Supporting Communities NI.

Types of personal data

The information we need from you is basic, personal details such as:

- Name
- Phone Number
- Email Address
- Local Library or Preferred Library or
- Location of choice

Use of cookies

Website usage information is collected using cookies. You can read more on [our Cookies page](#).

Why we process personal information

We collect and process this personal information to share with Libraries NI or Supporting Communities NI. This is to enable them to contact you about the Go ON NI courses available. We will only collect and hold the minimum amount of personal data necessary in order to provide and manage this service.

We do not collect more information than we need to fulfil our stated purposes and will not hold it for longer than is necessary.

Lawful basis for Processing

Consent: When you enquire about the Go ON NI courses, you will be asked to agree that we can collect these details and share them with the relevant parties. You may withdraw this consent at any time by emailing future@finance-ni.gov.uk

How we obtain personal data

Your personal information is collected upon completion of your enquiry or completion of our survey.

Who your personal information may be shared with

We share the minimum amount of personal data with course providers (Libraries NI or Supporting Communities NI) solely for the purpose of informing you about the Go ON NI courses and booking a session. Data Sharing Agreements are in place specifying responsibilities of all parties who can view or process your information.

How long we keep your personal data

We will retain collected data for ninety days, in line with the Department of Finance Retention and Disposal Schedule, to fulfil the purpose of sharing data with course providers (Libraries NI or Supporting Communities NI).

Your rights

Under data protection legislation, you have rights as an individual which you can exercise in relation to the information we hold about you. The Department tries to be as open as possible in terms of giving you access to your personal data. You can find out if we hold any information by making a subject access request. If we do hold information about you, we will, where possible:

- Give you a description of it;
- Tell you why we are holding it;
- Tell you who it could be disclosed to; and
- Let you have a copy of the information in an intelligible form.

To make a request for any personal information we may hold, you can contact our Data Protection Officer at the following email address:

DataProtectionOfficer@finance-ni.gov.uk.

If, at any point, you believe the information we process on you is incorrect, you can ask to have this information corrected. In certain circumstances, you may also ask us to erase or restrict the processing of your data.

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 [Department of Finance Privacy Notice](#)

How do I complain?

If you wish to raise a complaint about how we have handled your data, you can contact our Data Protection Officer at the email address below who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated in April 2026.

How to contact us

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

Data Protection Officer
Craigantlet Buildings
Stoney Road
Belfast
BT4 3SX