

Information in relation to Services Provided by Property Services Division

Property Services Division (PSD) processes information in order to provide property management services to the NICS and other public sector clients to help meet their relevant statutory, health & safety, regulatory, and operational requirements. Includes the award of relevant contracts required to meet Programme for Government (PfG), related business objectives, as well as delivering the Executive's social, economic and environmental policies.

The information processed relates to the delivery of property management services i.e. general building, mechanical and electrical maintenance works, construction contracts / projects, supplies contracts / projects, asbestos and fire safety services.

Property Services Division uses a Computer Aided Facilities Management (CAFM) system - 'Asset Management & Property Services' (AMPS) portal. The system records work requests from clients who are registered users, issues tasks, orders and related notices to contractors, facilitates the management and coordination of programmes of work, issues alerts and notifications to registered users and facilitates the processing of invoices. Personal information may be requested as part of the requests submitted by clients and others to ensure appropriate governance and accountability for the works undertaken.

Type(s) of personal data

- Name, business address, work email, business telephone number

Lawful basis for processing

- Public task.

How we obtain it

- Client representatives, Suppliers, and data subjects.

Who it will be shared with

- Staff within NICS departments, agencies and non-departmental public bodies who use the services and with consultants and suppliers.

How it will be used

- To deliver Property Management services to clients and to contract manage suppliers.

How long we keep it

- Information held in line with the DoF Retention & Disposal policy.
- To ensure appropriate governance and accountability for works undertaken.

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