

# **DOH MENTAL CAPACITY ACT (MCA) REFERENCE GROUP – PRIVACY NOTICE**

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Please note that this Mental Capacity Act ('MCA') Reference Group Privacy Notice links with and should be read in the context of the Department of Health's Privacy Notice:

Data Controller Name: Department of Health (DoH)  
Address: Castle Buildings, Stormont, Belfast BT4 3SQ  
Telephone: 02890 520256  
Email: [MCImplementation@health-ni.gov.uk](mailto:MCImplementation@health-ni.gov.uk)

Data Protection Officer Name: Charlene McQuillan  
Address: as above  
Telephone: 02890 522353  
Email: DPO@health-ni.gov.uk

## **Why are you processing my personal information?**

- Your personal information is required for the purposes of communicating with you as an interested stakeholder in relation to ongoing MCA developments and future MCA implementation. In order to be added to the MCA Reference Group, members must provide their personal contact details to the Department's Mental Capacity Act Unit ('MCAU'). This will allow MCAU to communicate with the Reference Group.
- The lawful basis for processing personal information for this purpose is covered under Article 6(1)(e) of the UK General Data Protection Regulation ('GDPR'), as the Department processes this information as part of its public task.

## **What categories of personal data are you processing?**

- Member's contact details - this is your name, organisation and email address.

## **Where do you get my personal data from?**

- You will provide this information when you provide confirmation that you wish to be added to the MCA Reference Group.

## **Do you share my personal data with anyone else?**

- Contact details for members of the MCA Reference Group will not be shared with anyone outside DoH.
- Should a third party wish to communicate with the MCA Reference Group, MCAU will consider the request and will pass on the communication to the members if it is deemed appropriate and relevant.

## **Do you transfer my personal data to other countries?**

- No.

## **How long do you keep my personal data?**

- Your personal data will only be retained for as long as necessary for the purposes of the Department being able to contact and communicate with you as a member of the MCA Reference Group. Once the work of the group is complete the contact lists will be securely deleted. If you wish to have your contact details removed from the list at any time before this point you should request this by emailing [MCAimplementation@health-ni.gov.uk](mailto:MCAimplementation@health-ni.gov.uk). MCAU will make contact with members on an annual basis to review and update, if necessary, the contact information held about you. You may also ask that MCAU update your contact details by emailing the same email address above.

### **What rights do I have?**

- You have the right to obtain confirmation that your data is being processed, and access to your personal data
- You are entitled to have personal data rectified if it is inaccurate or incomplete- please contact [MCAimplementation@health-ni.gov.uk](mailto:MCAimplementation@health-ni.gov.uk) to request this
- You have a right to have personal data erased and to prevent processing, please contact [MCAimplementation@health-ni.gov.uk](mailto:MCAimplementation@health-ni.gov.uk) to request this
- You have the right to 'block' or suppress processing of personal data, please contact [MCAimplementation@health-ni.gov.uk](mailto:MCAimplementation@health-ni.gov.uk) to request this
- The rights in relation to data portability do not apply to this processing
- You have the right to object to the processing, please contact [MCAimplementation@health-ni.gov.uk](mailto:MCAimplementation@health-ni.gov.uk) if at any point you object to the processing and wish us to remove your data from the contact list
- Rights in relation to automated decision making and profiling do not apply to this processing.

### **How do I complain if I am not happy?**

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact the Department's Data Protection Officer using the details provided above.

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office – Northern Ireland

3<sup>rd</sup> Floor  
14 Cromac Place  
Belfast  
BT7 2JB

Tel: 028 9027 8757

Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)