



Introduction

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

Spatial NI is a service provided by OSNI.

OSNI is committed to protecting your privacy when you use our services. This privacy notice explains how Spatial NI uses information about you and the ways in which we will protect your privacy.

In order to carry out its functions, OSNI is required to process personal information. The type(s) of data we hold and the reason(s) we are required to process it are set out below. DoF is the data controller of the information and is committed to protecting your privacy at all times when using your personal data.

This privacy notice relates to our public website and the mapping application component of our platform and was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of Spatial NI's collection and use of personal information; however, we are happy to provide any additional information or explanation needed.

Any requests for this should be sent via e-mail to:

lbs.digitaloperationssupport@finance-ni.gov.uk

What information we need

DoF is the data controller of the personal data you provide to us. The information we need to collect includes:

- Questions, queries or feedback you email us, including your name, organisation and email address;
- Your email address and subscription preferences when you sign up to our email alerts;



- Your Internet Protocol (IP) address including details of which version of web browser you used;
- Information on how you use the site using page tagging techniques.

When a customer supplies datasets and/or metadata to Spatial NI, they will have control over what groups, e.g. government or public users, can see their metadata when accessing Spatial NI services.

This can be changed at any time by contacting the Spatial NI support team at the e-mail address above who will update, remove, add or change access to data as required by the data provider.

Spatial NI will not use customer personal data for any purpose other than for the purpose for which it is collected (i.e. for user accounts or metadata).

Why we collect personal information

The lawful basis for processing the personal information that is collected from customers who make use of Spatial NI services is Article 6(1)(e) of the General Data Protection Regulation (GDPR); processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

We use Google Analytics software to collect information about how you use Spatial NI. We do this to help make sure the site is meeting the needs of its users and to help us make improvements.

Google Analytics stores information about:

- The pages you visit on Spatial NI and our applications;
- How long you spend on each page or application;
- How you got to the site;
- What you click on while you're visiting the site or application;
- The country from where you access the site or application.



For our analytics, we do not collect or store your personal information (for example your name or address) so this information cannot be used to identify who you are.

We also collect data in order to:

- Gather feedback to improve our services, for example our email alerts;
- Respond to any feedback you send us;
- Send email alerts to users who request them.

We will only collect and hold the minimum amount of personal data necessary in order to provide and manage this service.

Use of cookies

Spatial NI website usage information is collected using cookies. You can read more about how we use cookies on our [Cookies page](#).

How we obtain personal data

We obtain personal information from you when you do any of the following:

- Ask questions, raise queries or submit feedback. Data collected includes your name, organisation and email address);
- Sign up to our email alerts. Data collected includes your email address and subscription preferences.

Disclosure of personal information

Spatial NI will not share your personal information with third parties, except where:

- Such disclosures are necessary to fulfil Spatial NI's obligations to you. In this case, Spatial NI will require such third parties to agree to treat it in accordance with this privacy notice;



- Required by applicable laws, court orders or government regulations (e.g. to prevent or detect crime);
- You give Spatial NI permission to do so.

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

How long we keep your data

We will only retain your personal data for as long as:

- a) It is needed for the purposes set out in this document;
- b) The law requires us to.

In general, this means that we will only hold your personal information for up to a maximum of 5 years in line with Section 3, Reference 18.35 (Web Services) of [DoF's Retention and Disposal Schedule](#).

Inactive user accounts will be held for a maximum of two years from date of last use, after which they will be deleted.

Access to your information

DoF tries to be as open as possible in terms of giving people access to their personal data. You can find out if we hold any information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you, we will:

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

To make a request to Spatial NI for any personal information we may hold, you should put the request in writing via e-mail to: ips.digitaloperationssupport@finance-ni.gov.uk



Complaints

If at any point you believe the information we process on you is incorrect, you can ask to have this information corrected or deleted. If you wish to raise a complaint about how we have handled your data, you can contact DoF's Data Protection Officer at the address or e-mail below who will investigate the matter.

Data Protection Officer
Information Management Unit
Room 26, Dundonald House
Stormont Estate
Upper Newtownards Road
Belfast
BT4 3SB

Email: dataprotectionofficer@finance-ni.gov.uk

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

Email: casework@ico.org.uk



Changes to this Privacy Notice

We keep our privacy notice under regular review. This privacy notice was last updated in June 2019.

Links to other websites

Spatial NI contains links to other websites.

This privacy notice only applies to Spatial NI and doesn't cover other services that we link to. These services, such as the OSNI Map Shop, have their own terms and conditions and privacy policies.

Following a link to another website

If you go to another website from this one, please read the privacy policy on that website to find out what it does with your information.

How to contact us

Contact the Data Protection Officer if you:

- Have any questions about anything in this document;
- Think that your personal data has been misused or mishandled.

Data Protection Officer

Information Management Unit

Room 26, Dundonald House

Stormont Estate

Upper Newtownards Road

Belfast

BT4 3SB

Email: dataprotectionofficer@finance-ni.gov.uk



Links to related privacy statements

Full details of the privacy statement for OSNI can be found [here](#).

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 [Land & Property Service's Privacy Notice](#) and the main [Department of Finance Privacy Notice](#).