

## Information booklet

**Independent Member of a  
Policing and Community Safety  
Partnership (PCSP) and  
District Policing and Community Safety  
Partnership (DPCSP)**

To request any other information on the appointment process please contact:

Northern Ireland Policing Board  
PCSP Recruitment  
Waterside Tower  
31 Clarendon Road  
Clarendon Dock  
Belfast  
BT1 3BG

Tel: 028 9040 8553

Email: [pcsp@nipolicingboard.org.uk](mailto:pcsp@nipolicingboard.org.uk)

# CONTENTS

## **1 INTRODUCTION**

- 1.1 What are PCSPs?
- 1.2 What do PCSPs do?
- 1.3 Role description
- 1.4 How do PCSPs benefit the local community?
- 1.5 PCSP Policing Committee

## **2 WHAT TYPE OF PEOPLE ARE WE LOOKING FOR AS INDEPENDENT MEMBERS OF THE PCSPs?**

- 2.1 Eligible criteria
- 2.2 Who is eligible to apply?
- 2.3 Selection Criteria
- 2.4 Equal Opportunities
- 2.5 Guaranteed Interview Scheme

## **3 APPLICATION PROCESS**

- 3.1 How are Independent Members appointed to PCSPs and how long does it take?
- 3.2 Advice on applying
- 3.3 Key points to remember
- 3.4 Access NI

## **4 HOW TO APPLY**

- 4.1 Ways to get an Application Form / apply
- 4.2 Returning your Application Form / closing date
- 4.3 Data Protection and Confidentiality

## **5 CONDITIONS OF APPOINTMENT**

- 5.1 How much time will I need to give?
- 5.2 Will I get paid?
- 5.3 Can my appointment be terminated?
- 5.4 Do I need to tell you about conflicts of interest?

## **6 FREQUENTLY ASKED QUESTIONS**

- 6.1 What is a declaration against terrorism?
- 6.2 For how long will an Independent Member appointed to a PCSP?
- 6.3 Are appointments to PCSPs publicised in the press?
- 6.4 Where and when will PCSP meetings be held?
- 6.5 Will Members of the PCSP only be required to attend meetings?
- 6.6 Will Members of the PCSP receive induction training?

## **7 FEEDBACK AND COMPLAINTS**

**7.1** How do I get feedback about my application?

**7.2** What if I do not think you have processed my application in line with the Code of Practice on Appointments?

**7.3** What happens when I complain?

**7.4** What can I do if I am not satisfied with the way you have treated me?

## **8 MORE INFORMATION**

**Annex 1 – Privacy Notice**

# 1 INTRODUCTION

The Northern Ireland Policing Board (the Board) is seeking to appoint individuals from the local community as **Independent Members** to local council Policing and Community Safety Partnerships (PCSPs).

Independent PCSP Members play an important role in maintaining public confidence in policing and ensuring that the voices of local people are heard on a wide range of issues. They will work with their elected colleagues, the statutory and voluntary sector and the community to identify and develop local solutions to policing and community safety issues.

In making the appointments the Board follows the Code of Practice published by the Department of Justice (DOJ) which provides detailed guidance on the process that must be followed. This information booklet provides background on the role and work of PCSPs, the role of Independent Members and the process for application and appointment.

## 1.1 What are PCSPs?

The overall purpose of PCSPs is to make communities safer. Their aim is to empower communities to develop solutions that will help to tackle crime, fear of crime and anti-social behaviour. Each of the 11 District Councils is required to establish a PCSP.

The PCSP areas are:

- Antrim and Newtownabbey.
- Ards and North Down.
- Armagh, Banbridge and Craigavon.
- Belfast.
- Causeway Coast and Glens.
- Derry and Strabane.
- Fermanagh and Omagh.
- Lisburn and Castlereagh.
- Mid and East Antrim.
- Mid Ulster.
- Newry, Mourne and Down.

Each PCSP consists of between 8 and 10 political members (councillors), who are appointed by the local council; and between 7 and 9 independent members. There are also representatives from a number of public sector organisations who are designated to sit on the PCSP, these are the Education Authority, Health and Social Care Trust, Northern Ireland Fire and Rescue Service, Northern Ireland Housing Executive, Probation Board for Northern Ireland, Police Service of Northern Ireland (PSNI) and Youth Justice Agency. The chairperson of each PCSP is a councillor, and the vice chair is an independent member. Each PCSP also has a manager who is responsible for supporting the Partnership in its work.

Whilst Belfast operates a principal PCSP there are also 4 District PCSPs (DPCSP) for North, South, East and West of the city. A DPCSP consists of 6 political members (councillors), who are appointed by the council, and 5 independent members. It is possible for candidates to be appointed to both the Belfast PCSP and a DPCSP or, indeed, more than one DPCSP. PCSP members are expected to attend approximately 20 meetings per year.

## 1.2 What do PCSPs do?

PCSPs work with the community to identify issues of concern in the local area, and prepare plans to address these concerns. The focus of these plans is on delivering practical solutions. They also work in partnership with organisations which contribute to the enhancement of community safety of the area.

In building community confidence in policing and making communities safer, PCSPs:

- consult and engage with the local community on the issues of concern in relation to policing and community safety and to improve co-operation with the police;
- identify and prioritise the particular issues of concern and prepare plans for how these can be tackled;
- monitor the performance of the police and work to gain the co-operation of the public with the police in preventing crime;
- deliver a reduction in crime and enhance community safety in each district, directly through interventions, through the work of delivery groups or through support for the work of others; and
- provide views to the District Commander and the Policing Board on any matter concerning the policing of the district.

## 1.3 Role description

As a PCSP member your responsibilities are:

- To consult and engage with the local community and statutory groups to identify local concerns relating to policing and community safety.
- To identify policing and community safety priorities.
- To deliver a reduction in crime and enhance community safety by putting in place implementation structures and delivery mechanisms.
- To attend PCSP meetings, training and events and keep up-to-date with subjects relevant to the work of the partnership.
- To prepare partnership plans, in line with Joint Committee guidance.
- To tackle anti-social behaviour and crime related issues through a partnership approach.
- To develop, support and implement projects to enhance community safety.

- To monitor and evaluate performance of the PCSP and associated projects effectively.
- To ensure the local PCSP Action Plan and policing plan reflects the views and concerns of the local community.
- To provide a general forum for discussion and consultation on all matters relating to policing and community safety.
- To develop a consistent knowledge and understanding of both community safety and policing.
- To work collectively with the other Members to successfully carry out the statutory duties of the partnership.
- To raise awareness of the work of the partnership.
- To adhere to relevant statutory provisions and financial regulations.
- To adhere to PCSP Standing Orders.

## 1.4 How do PCSPs benefit the local community?

The strength of a PCSP is that it provides a unique opportunity for partnership working between the local community, elected members of the council and representation from designated organisations. Local people have the opportunity to identify what the community's needs are in relation to policing and community safety and to put forward recommendations to the District Commander for consideration in developing the Local Policing Plan for the district and the PCSP Action Plan.

## 1.5 PCSP Policing Committee

Each PCSP operates a Policing Committee, comprising its elected and independent members. The Policing Committee carries out functions in relation to identifying priorities for consideration in the development of the local Policing Plan, monitoring police performance and gaining the co-operation of the public with the police in preventing crime and enhancing community safety in the district.

## 2. WHAT TYPE OF PEOPLE ARE WE LOOKING FOR?

### 2.1 Eligible Criteria

You must live or be able to demonstrate a close connection to the Council area for which you are making an application.

### 2.2 Who is eligible to apply?

Applications are welcome from anyone who has an interest in their local community. However, under legislation; the following people **cannot** apply to become an independent member of a PCSP:

- a police officer;
- a member of police support staff;
- a member of the Policing Board;
- an employee of the council responsible for the PCSP;
- if they will not sign a declaration against terrorism (included with the application form);
- if they have in the last five years, served all or any part of a prison or detention sentence or been released from a prison or detention sentence on license or in pursuance of a grant of remission.

Before you fill in your application form, please ensure you are eligible to apply. You are required to answer a question relating to any criminal convictions you may have and if deemed suitable for appointment, you will also be required to complete an Access NI check.

Under the Local Government Act, Councillors are also disqualified from being appointed as Independent Members.

### 2.3 Selection Criteria

You must be:

- able to demonstrate effective engagement and an active interest in:
  - your community; or
  - policing; or
  - community safety issues. e.g. as a member of a community group/forum, Residents Association, Neighbourhood Watch Scheme, School/University, Sporting Organisations, other interest groups, etc.

and have the ability to:

- work as part of a team to help the PCSP meet its objectives; and
- communicate effectively orally and in writing.

## 2.4 Equal Opportunities

The Policing Board is committed to equal opportunities in line with our legal duties under Section 75 of the Northern Ireland Act 1998. Everybody who applies to us is covered by this legislation, no matter what their age, disability, sex, sexuality, race or ethnic group, community background, religious belief, political opinions, whether or not they have dependants, and whether or not they are married. Our aim is to attract a wide range of people with different backgrounds and experience, so that PCSPs represent the community they serve.

## 2.5 Guaranteed Interview Scheme

In line with the Equality Commission's *Positive Action for People who are Disabled guidance* we operate a Guaranteed Interview Scheme (GIS). The GIS has been developed for applicants with disabilities or those with a long term impairment or health condition, that is expected to last for at least twelve months and which means that they cannot meet all of the shortlisting criteria. In these instances, **provided that they have demonstrated in their application form that they meet the eligibility criteria for the post**, the applicant will be offered a guaranteed interview. Should you wish to be considered under the GIS scheme please contact the NIPB for a separate GIS application form, using the contact details on the front cover of this information booklet.

## 3 APPLICATION PROCESS

### 3.1 How are Independent Members appointed to PCSPs and how long does it take?

Membership of each PCSP should be inclusive of the entire community and to reflect this, the process to appoint Independent Members is undertaken in three stages, it is a complex process that can take approximately 12 to 18 months.

#### Stage 1 – INITIAL ELIGIBILITY SIFT – up to 5 months

Applications will be open for 4 weeks. Following the closing date the Policing Board will carry out an initial eligibility sift of the applications against the criteria outlined in the application form. The relevant forms will then be forwarded to the Council which the applicant has indicated an interest in being appointed to.

#### Stage 2 - SELECTION PROCESS – up to 5 months

The relevant District Council selection panel will carry out a shortlisting process where they will assess applications against the criteria, inviting those suitable to interview; and at interview, decide who is suitable to be considered for appointment. The council will assess you in a fair and consistent way to ensure that your abilities, experience and qualities match the needs of the PCSP. The process will be based on your skills, qualities and experience. The selection panel will be made up of District Council members elected to the PCSP and an Independent Panel Member.

#### Stage 3 – APPOINTMENT PROCESS – up to 6 months

After the selection process, the Policing Board will be provided with a list of the candidates who are deemed suitable for appointment to the PCSPs. Individual scores may be requested by the Policing Board when two (or more) candidates are deemed to be equally suitable to be considered for appointment at this stage. The Policing Board's appointment panel will then appoint Independent Members from this list so as to ensure that the overall membership of the PCSP will be as representative as is practicable of the community in the District. It is not expected that the Board will conduct interviews, however they can decide to do so at this stage if required. The appointment panel will be made up of Policing Board Members and an Independent Panel Member appointed by the Policing Board.

Candidates deemed appointable will be required to complete an enhanced Access NI check (please see page 11 below for further details) prior to an offer of appointment being made. This may take up to 6 weeks.

The process of appointing Independent Members to PCSPs involves independent oversight at every stage. An Impartial Assessor, appointed by the Policing Board will oversee the whole process.

### 3.3 Advice on applying

District councils use a 'competence-based selection process' to review applications. Competence-based selection focuses on the skills, qualities and experience you need to do the job. We have given some hints and tips on filling in a competence-based application form below.

It is important to show how you meet the skills, qualities and experience as outlined above. You may have gained these skills, qualities and experience in a range of ways for example, through your previous or current job, being involved in community or voluntary activities, being appointed to a public position or activities you may have completed at school or college.

- Choose a clear, relevant and specific example to show how you meet each of the skills, qualities and experience.
  
- Make sure you include;
  - When the example happened;
  - Who was involved;
  - How you were specifically involved;
  - What action you took; and
  - What the outcome was.

Relevant experience in another Council area other than that applied for can be used in examples provided.

### 3.4 Key points to remember

The Council will check the criteria at the shortlisting stage and will mark each individual criteria as either met or not met. The will be based on your answers to the criteria. This involves assessing the quality of the information you have provided on your application form to decide how well you have shown you meet the conditions.

You are responsible for providing enough information to show how you meet the criteria. If you do not provide this information, you may not be invited to interview.

The Council will assess you in a fair and consistent way to make sure your abilities, experience and qualities match the needs of the PCSP. Where required an interpreter will be made available at the interview stage.

### 3.5 Access NI

If you are deemed suitable for appointment, an “enhanced disclosure check” will be carried out. The criminal record check will be undertaken by Access NI, which is the responsibility of the Department of Justice in Northern Ireland and operates under the provisions of Part V of the Police Act 1997. Access NI enables organisations in Northern Ireland to make more informed recruitment decisions by providing criminal history information about anyone seeking paid or unpaid work in certain defined areas, such as working with children or vulnerable adults.

## 4. HOW TO APPLY

### 4.1 Ways to get an application form / apply

You can apply for the position by:

- visiting the PCSP website at <http://www.pcsp.org/recruitment> where you can complete an online application form, or
- requesting an application form and information booklet by telephoning 028 9040 8553 or emailing [pcsp@nipolicingboard.org.uk](mailto:pcsp@nipolicingboard.org.uk)

Whenever you contact the Board, please give your name, address, and phone number where you can be reached during business hours.

**If you do not understand any of the questions in the application form or require help to fill it in, phone 028 9040 8553.**

Application forms and this information booklet can be provided in a range of formats, for example, other languages, large print etc. Please tell us which format you need as quickly as possible as completed applications must be received by the Policing Board no later than **12.00 noon on Friday 12th April 2019.**

### 4.2 Returning your application form / closing date

Your application form must be received by the Board no later than **12.00 noon on Friday 12th April 2019.** Late applications will not be accepted.

#### **Online**

You can submit online using the online application system. You will receive a notification confirming successful submission.

#### **By post**

You can return your application form by post to:

Northern Ireland Policing Board  
PCSP Recruitment  
Waterside Tower, 31 Clarendon Road, Clarendon Dock, Belfast, BT1 3BG

- CVs, extra pages will not be accepted.
- You must ensure that the application form is received before 12 noon on Friday 12th April 2019 as late applications will not be accepted.

## 4.3 Data Protection and Confidentiality

The Policing Board, Councils and Independent Panel Members will process your personal information in accordance with Data Protection Legislation (General Data Protection Regulation (GDPR) and the Data Protection Act 2018). All information provided on the application form will be treated in confidence and will only be disclosed to those who have a legal right to access this information or who can provide a legal right to do so. However, if appointed as an Independent Member of a PCSP, we will publish your name and certain details about you in a press release. The information we publish about you may include a summary of your experience, political activity or other public appointments you have held. (Also see para 6.3) Your information will subsequently be held by the Policing Board, how we handle this information can be found in our privacy notice at Annex 1.

## 5 Conditions of Appointment

If you are appointed, your membership of the PCSP will continue until the day before the PCSPs are reconstituted following the next local council election.

### 5.1 How much time will I need to give?

PCSP members are expected to attend approximately 20 meetings per year although this may vary depending on local need. Attendance at meetings is crucial to the effectiveness of the PCSP. Meetings are generally held in the evening although occasionally meetings are held at other times during the day to maximise opportunities for all people in the community to attend.

Furthermore, PCSP members are expected to engage with the local community as part of consultation processes and attend training, events and briefings organised by the PCSP, the Policing Board and the Department of Justice.

### 5.2 Will I get paid?

Being a member of a PCSP is similar to a 'public appointment', not employment. This appointment does not attract any allowance, however, all members of the PCSP would be eligible to claim a general expense payment of £60 per meeting (based on attendance at the full meeting) limited to a maximum of 20 meetings per year (up to a maximum of 30 meetings per year for Chairs and Vice Chairs). This payment would be intended to cover reasonable out-of-pocket expenses such as childcare or parking. Payments will be taxable. The payment may impact on benefit, however, appointed members may wish to seek advice from the appropriate agency. You may be required to travel throughout the council district and travel costs may be reimbursed (mileage or public transport costs). The council will make the payment on receipt of a claim form and having confirmed attendance.

### 5.3 Can my appointment be terminated?

Yes. The Policing Board (or the Council with our approval) may remove you from your role as an Independent Member of a PCSP if we are satisfied that you:

- failed to tell us that you were convicted for a criminal offence in Northern Ireland or elsewhere;
- have been convicted of a criminal offence in Northern Ireland ,or elsewhere, after the date you were appointed;
- have been made bankrupt or have made a composition or arrangement with your creditors;

- have not kept to the conditions of your appointment, including adherence to the PCSP Members' Code of Conduct;
- are not fit (or not able) to carry out your role as a member of the PCSP; or
- have broken the conditions of the declaration against terrorism.

## 5.4 Do I need to tell you about conflicts of interest?

Yes. Conflicts of interest can be defined as any situation in which an individual is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.

Public bodies have an important role to play in the lives of everyone, therefore in line with guidance on appointments to public organisations, we will ask you to tell us about any conflicts of interest, and any information or connections which may cause a conflict of interest to arise. You should also tell us about any activities you do while you are a member of the PCSP which could be seen by members of the public as influencing your judgement.

Possible conflicts of interest would be:

- direct or indirect financial interests which members of the public might reasonably think could influence your judgement as a PCSP member; or
- a close family relationship with a police officer serving in the district where you are applying to serve.

Declaring a conflict of interest will not automatically rule you out for appointment. The Policing Board panel will assess each case individually, whether or not the applicant would be restricted, if appointed, from carrying out the requirements of the post impartially.

Appointees should be committed to carrying out their duties in line with the principles and values of public service. These are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## 6 Frequently Asked Questions

### 6.1 What is a declaration against terrorism?

You cannot apply to become an independent member of a PCSP unless you sign a declaration against terrorism.

A declaration against terrorism requires a person to declare that, if appointed to the PCSP, they will not by word or deed express support for or approval of

(a) any organisation that is for the time being a proscribed organisation specified in Schedule 2 to the Terrorism Act 2000; or

(b) acts of terrorism (that is to say, violence for political reasons) connected with Northern Ireland.

### 6.2 For how long will an Independent Member be appointed to a PCSP?

Independent members are appointed to a PCSP until the day before the reconstitution of the new PCSP following the next local government election. Usually this is for a four year term.

### 6.3 Are appointments to PCSPs publicised in the press?

The Policing Board must publicise the make-up of each PCSP through a press release which will be made available on the Policing Board and Councils' websites. The information published about you may include a summary of your experience, political activity or other public appointments you have held. This information will be agreed with you in advance of publication.

### 6.4 Where and when will PCSP meetings be held?

It is expected that PCSPs will meet at least 20 times throughout the year and some of these meetings will be in public for the purpose of providing local accountability of policing. PCSP meetings can be held anywhere in the council district.

## 6.5 Will Members of the PCSP only be required to attend meetings?

PCSP members will be required to attend PCSP meetings and may also be requested to attend public meetings, events, sub committees/groups and training.

## 6.6 Will Members of the PCSP receive induction training?

The Policing Board and Department of Justice will provide initial induction training for all PCSP Members. Another local induction session will be arranged by Council support staff. Further training opportunities will also be made available through the PCSP to develop Members' skills, qualities and experience to carry out their duties effectively. Members will also be required to attend briefings on issues relating to the PSNI.

# 7 Feedback and Complaints

## 7.1 How do I get feedback about my Application?

If you would like feedback on your performance, you may contact the Council Human Resources Department within 20 working days of the date you are notified of the outcome of your interview.

You can also request feedback within 20 working days of the date you are notified of the Policing Board's appointment panel's decision. Within 20 working days of receiving your request for feedback, the Policing Board will send you a detailed response. If there are any delays in giving you feedback, we will notify you.

If you wish to obtain feedback at this stage you should write to:

**Address:** PCSP Recruitment, Northern Ireland Policing Board, Waterside Tower, 31 Clarendon Road, Clarendon Dock, Belfast BT1 3BG.

**Email:** [pcsp@nipolicingboard.org.uk](mailto:pcsp@nipolicingboard.org.uk)

## 7.2 What if I do not think you have processed my application in line with the Code of Practice on Appointments?

If, after you receive a detailed response from the Policing Board or the Council Human Resources Department, you think your application has not been dealt with in line with the process laid down in the Code of Practice on Appointments, you can complain in writing to:

**The Independent Complaints Monitor**, Waterside Tower, 31 Clarendon Road, Clarendon Dock, Belfast BT1 3BG.

In your letter, you should:

- set out your complaint;
- ask for it to be investigated;
- provide as much information as possible; and
- explain why you are not satisfied with the response provided.

You should clearly state why you consider your application has not been processed in line with the Code of Practice on Appointments.

**The Independent Complaints Monitor can only investigate how we dealt with your application, not our decision on whether you should have been appointed or not appointed.**

### 7.3 What happens when I complain?

The Independent Complaints Monitor will consider and assess your complaint within 20 working days of receiving it. They will tell you the outcome of the investigation into your complaint and recommend whether the Policing Board should address it. If there are any delays in investigating your complaint, the Independent Complaints Monitor will notify you.

### 7.4 What can I do if I am not satisfied with the way you have treated me?

If you are not satisfied with the way you have been treated, you have the right to have your concerns dealt with. You can do this by:

- by email at [pcsp@nipolicingboard.org.uk](mailto:pcsp@nipolicingboard.org.uk)
- writing to The Chief Executive at Northern Ireland Policing Board, Waterside Tower, 31 Clarendon Road, Clarendon Dock, Belfast BT1 3BG.

The Policing Board will endeavour to address your concerns in an informal way; however, if this is not possible, you can ask to use our formal complaints procedure. You can get a copy of our complaints policy by writing to the above address; or you can get an electronic copy by visiting our website at **[www.nipolicingboard.org.uk](http://www.nipolicingboard.org.uk)**

## 8 More Information

You can get more information about anything to do with the appointment process by phoning 028 9040 8553.

The selection and appointment process will follow the Code of Practice on the Appointment of Independent Members to the PCSPs/DPCSPs published by the Department of Justice (DOJ). You can find this code on the DOJ website at: [www.dojni.gov.uk](http://www.dojni.gov.uk)

**Privacy Notice – Independent Members of the Policing, Community  
Safety Partnerships (PCSP)**

**Data Controller Name: Northern Ireland Policing Board**

Address: Waterside Tower  
31 Clarendon Road  
Clarendon Dock  
Belfast  
BT1 3BG

Telephone: 028 90408500

Email: [information@nipolicingboard.org.uk](mailto:information@nipolicingboard.org.uk)

**Data Protection Officer Name: William Magee**

Telephone: 028 90408500

Email: [Data.protection@nipolicingboard.org.uk](mailto:Data.protection@nipolicingboard.org.uk)

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

- We need your personal information to allow us (the Board) to process your application in relation to the appointment of Independent Members of PCSPs. If successfully appointed your information will be used to administer your involvement in the PCSP throughout your term of appointment.
- We have identified the lawful basis for processing your personal information as being covered under our public task as set out in Schedule 1 of the Justice Act (Northern Ireland) 2011. We will process special category data (as defined in Article 9 of GDPR) that includes race; ethnic origin; religion; and sexual orientation, for monitoring the diversity of our Independent Members and to ensure that members of a PCSP are representative of the community in the district of which they are serving under the condition at Article 9(2)(b).
- If you are unsuccessful following the assessment process, however you are deemed suitable for appointment, we may ask if we can retain your information on a reserve list. If you say yes, we would retain your information for contact should any vacancies arise within the appointment term of four years.
- If you do not provide the personal data requested we will be unable to process your application in relation to the PCSPs.

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

- We do not routinely share your personal data with any other organisations. On appointment we will share your name and contact details with PCSP Managers within your appointed district.
- We may also share your name with the Department of Justice.
- We may have to share your personal information with the Information Commissioner's Office (ICO) if you complain to them about how we are handling your personal information.

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

- The Board does not transfer personal information overseas.

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

We will retain your data in line with our Retention and Disposal Schedule which states:

- Recruitment files for unsuccessful candidates will be destroyed 3 years after the close of the competition.
- Recruitment files for successfully appointed candidates will be destroyed 3 years after the end of their term.

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

- **You have the right to object to the processing in specific circumstances.**

### **In addition:**

- 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.
- You have a right to have personal data erased and to prevent processing in specific circumstances.
- You have the right to 'block' or suppress processing of personal data in specific circumstances.
- You have the right to data portability in specific circumstances.
- You have rights in relation to automated decision making and profiling.

**How do I exercise my rights or complain if I am not happy?**

**You can find out more information about your rights on the [Information Commissioner's Office website](#) or you can contact them at the address provided below.**

**If you wish to exercise any of your rights or if you are unhappy with any aspect of this privacy notice please contact the Board's Data Protection Officer at:**

Northern Ireland Policing Board  
Waterside Tower  
31 Clarendon Road  
Clarendon Dock  
Belfast  
BT1 3BG

Email: [Data.protection@nipolicingboard.org.uk](mailto:Data.protection@nipolicingboard.org.uk)

**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**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

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

<https://ico.org.uk/global/contact-us/>