

## AFBI Privacy Notice – Requests for Information

Data Controller Name: AFBI Address: 18a Newforge Lane Telephone: 02890 255 636 Email: <a href="mailto:info@afbini.gov.uk">info@afbini.gov.uk</a>	Data Protection Officer Name: Glenn Montgomery Telephone: 02890 255494 Email: <a href="mailto:foi.officer@afbini.gov.uk">foi.officer@afbini.gov.uk</a>
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### Why are you processing my personal information?

AFBI uses personal information to enable requests for information under the Data Protection Act, Freedom of Information Act and Environmental Information Regulations to be dealt with as obliged by legislation.

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

- Names
- Addresses (email and/or postal)
- Telephone numbers

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

No, but you should be aware that any request made under the Freedom of Information Act and our response may be published in AFBI's FOI Disclosure Logs on our website. Details of the request will be published anonymously - your name and contact details will not be shared.

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

No

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

We will retain your personal data for a period of three years following completion of the financial year during which the request was received to enable us to deal with any follow up complaint.

### 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](#)
- 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 the right to object to the processing, [in specific circumstances](#)**
- **You have rights in relation to [automated decision making and profiling](#)**

### 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 AFBI's Data Protection Officer at:

*AFBI HQ, 18a Newforge Lane, Belfast, BT9 5PX; [foi.officer@afbini.gov.uk](mailto:foi.officer@afbini.gov.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/>