

# Privacy notice

**[[Guidance notes on completing this notice](<https://intranet.justice.gov.uk/documents/2018/03/privacy-notice-guidance.pdf>) - delete before publishing]**

## **##[Name of your form or service]**

The Ministry of Justice (MoJ) is committed to the protection and security of your personal information.

It is important that you read this notice so that you are aware of how and why we are using such information. This privacy notice describes how we collect and use personal information during and after your relationship with us, in accordance with data protection law. They will be updated regularly.

**[Insert name – delete if not an EA or ALB]** is an Executive Agency/Arm's Length Body of the MoJ. MoJ is the data controller for the personal data used for the purposes of **[Insert overarching purpose]**.

## **###The type of personal data we process**

We currently collect and use the following information:

**[list the type of personal data used e.g. name, address, contact details etc]**

We also collect special categories of information, such as **[delete this section if not applicable]**:

- \* race or ethnicity
- \* political opinions
- \* religious or philosophical beliefs
- \* trade union membership
- \* health, sex life or sexual orientation
- \* genetics or biometrics
- \* criminal convictions

### ###How we get your personal data and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

**[List reasons e.g. providing an online service]**

We also receive personal information indirectly, from the following sources in the following scenarios:

**[Include details of the source of the personal data unless the data is collected directly from the data subject]**

We use the personal data we receive in order to:

**[list how you use the personal data]**

We may share this information with:

**[enter organisations or individuals]**

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are: **[delete as appropriate]**

- (a) Your consent. You may withdraw your consent at any time by contacting **[enter contact details]**.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

**[Explain the purpose and lawful basis for processing the personal data you collect. If lawful basis is a legal obligation or public task, explain what this is e.g. refer to legislation or policy.]**

The legal bases on which the MoJ processes special categories of information you have provided, is on the basis of: **[delete this section if not applicable]**

\* Your explicit consent. You may withdraw your consent at any time by contacting [insert contact details].

\* The processing being necessary for the MoJ in the field of employment, social security and social protection law.

\* The information being manifestly made public by you.

\* The processing being necessary for the establishment, exercise or defence of legal claims.

\* The substantial public interest in the MoJ **[tailor as required and choose relevant substantial public interest condition]**(<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/special-category-data/what-are-the-substantial-public-interest-conditions/>).

\* The processing is necessary for historical research purposes/statistical purposes.

### ###International data transfers

**[Delete as appropriate]**

Personal data is transferred to **[insert name of country]** for the purpose of **[insert purpose]**. This international transfer complies with UK data protection law **[delete as appropriate]**.

There are no international transfers.

### ###How we store your personal data

**[set out how long the information is retained, or the criteria used to determine how long the information is retained]**

Personal data is stored securely and in accordance with our data retention schedule **[insert link to the schedule or details of retention periods]**. At the end of this period your data is **[insert with it is retained as a public record or whether it is disposed of]**.

### ###Your rights

**[This section lists all data subject rights found in the UKGDPR and the Data Protection Act 2018. You should only include those relevant to your lawful basis for processing. ind out more about which rights apply and when]**(<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>)

\* Your right of **access** - You have the right to ask us for copies of your personal information.

\* Your right to **rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

- \* Your right to **erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- \* Your right to **restriction** of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- \* Your right to **object** to processing - You have the right to object to the processing of your personal information in certain circumstances.
- \* Your right to **data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

Depending on the lawful basis on which your personal data is being processed, not all rights will apply.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. If you wish to exercise your data protection rights please contact one of these teams.

If you have ever been convicted of a criminal offence, contact:

Branston Registry<br>  
Building 16, S & T Store<br>  
Burton Road<br>  
Branston<br>  
Burton-on-Trent<br>  
Staffordshire<br>  
DE14 3EG

Email: <[data.access1@justice.gov.uk](mailto:data.access1@justice.gov.uk)>

Otherwise, contact:

Disclosure Team<br>  
Post point 10.38<br>  
102 petty France<br>  
London<br>  
SW1H 9AJ

Email: <[data.access@justice.gov.uk](mailto:data.access@justice.gov.uk)>

### ###How to complain

If you have any concerns about our use of your personal data, you can contact the MoJ data protection officer:

Data Protection Officer<br>  
Ministry of Justice<br>  
3rd Floor, Post Point 3.20<br>  
10 South Colonnades<br>  
Canary Wharf<br>  
London<br>  
E14 4PU

Email: <[dpo@justice.gov.uk](mailto:dpo@justice.gov.uk)>

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data:

Information Commissioner's Office<br>  
Wycliffe House<br>  
Water Lane<br>  
Wilmslow<br>  
Cheshire<br>  
SK9 5AF

Telephone: 0303 123 1113<br>  
[ICO website](<https://www.ico.org.uk>)

Date of last review: **[Insert publication date]**