

Privacy notice

This privacy notice explains what [insert your organisation name] means when we talk about personal data, why we ask for this information about you and what we do with it when you use this form.

It also explains how we store your data, how you can get a copy of the information we've collected about you and how you can complain if you think we've done something wrong.

Who manages this service

This form is managed by [your organisation].

The information you submit will be processed by [insert who will be processing the information and, if it's a separate organisation, what their relationship is to you].

[Insert name of organisation that acts as data controller for your form] is the data controller for the personal data collected by this form.

When we ask for personal data

Whenever we ask for information about you, we promise to:

- always let you know why we need it
- ask for relevant personal information only
- make sure we do not keep it longer than needed
- keep your information safe and make sure nobody can access it unless authorised to do so
- only share your data with other organisations for legitimate purposes
- consider any request you make to correct or delete your personal data

We also promise to make it easy for you to:

- tell us at any time if you want us to stop storing your personal data
- make a complaint to the supervisory authority

The personal data we collect

We only collect personal data that you directly provide with your application.

We only collect the information we need to deliver this service to you. The personal data collected includes:

- [summarise the types of personal information requested by your form]

We [use cookies](<http://www.aboutcookies.org.uk/managing-cookies>) to collect data that tells us about how the service is used, including:

- your computer, phone or tablet's IP address
- the region or town where you are using your computer, phone or tablet
- the operating system and web browser you use

This information is not used to identify you personally.

Why we collect your personal data

We collect data to [describe why you are collecting personal information]. The processing of your personal data is necessary for [explain why you require the personal information].

The legal basis for collecting and processing your personal data is [enter and explain your legal basis here, for example, that it is necessary to perform a task in the public interest or in the exercise of your functions as a government department].

Use of the online form is voluntary. If you do not provide all the information we ask for, we may not be able to process your [insert the purpose of your form, such as claim, application or request].

Please note that transmitting information over the internet is generally not completely secure, and [your organisation] can't guarantee the security of your data. Any data you transmit is at your own risk. [your organisation, and any other organisations involved in processing the data] have procedures and security features in place to keep your data secure once we receive it.

Sharing your personal data

The information you provide will be shared with... [name any organisations that you might share the data with and provide an explanation of why the information may be shared and what it will be used for]

We may also use your contact information to ask for feedback on using the service, but only when you have given your consent for us to do so. [delete this paragraph if not applicable]

We'll never share your information with other organisations for marketing, market research or commercial purposes.

Keeping your personal data

To protect your personal information, any data you enter as you progress through the online form is held temporarily and securely until you submit your application, after which your application cannot be viewed or modified further online.

[your organisation, and any other organisations involved in processing the data] will keep your data for [specify how long you will keep the information for and why].

All deleted data will be destroyed securely and confidentially.

How we use your personal data

Your online submission will be sent from the online form to [your organisation or whichever other organisation will receive the information for processing] via encrypted email. The system does not retain a copy of your information.

[select one of the following 3 paragraphs which most closely fits your circumstances and delete the other 2]

Your personal data is not used in any automated decision making (a decision made solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain conditions about an individual).

Automated decision making (a decision made solely by automated means without any human involvement) is used for the purpose of [insert why ADM is used] and is carried out [include when in the process this is carried out]. The personal data used for this purpose includes [insert personal data types].

Profiling (automated processing of personal data to evaluate certain conditions about an individual) is carried out for the purpose of [insert reason why profiling exists]. The personal data used for this purpose includes [insert personal data types].

How we store your personal data

[your organisation or whichever other organisation will receive the information for processing] take data security very seriously and take every step to ensure that your data remains private and secure. All data collected by this service is stored in a secure database

[kept entirely within the UK/kept outside of the UK but within the European Economic Area (EEA). - delete as appropriate]

It may sometimes be necessary to transfer personal information overseas, outside of the UK and the European Economic Area (EEA). When this is needed information may be transferred to [insert names of countries]. Any transfers made will be in full compliance with all aspects of the data protection law. [delete this paragraph if not applicable or contact your data protection team for guidance on required safeguards]

Your application will only be accessible to [your organisation, and any other organisations involved in processing the data] staff who require access to process applications.

Your rights

You have a number of rights, depending on the reason for processing your information. These include:

- the right to request a copy of your personal data and information about how your personal data is processed (this is known as a subject access request)
- the right to have inaccuracies in your personal data corrected
- the right to fill in any gaps in your personal data, including by means of a supplementary statement
- the right to ask for the processing of your personal data to be restricted
- the right to ask for your personal data to be deleted if there is no longer a justification for it
- the right to object to automated decision making, including profiling, that has a legal or significant effect on you as an individual

If you want to see the personal data that we hold on you, you can make a subject access request. Send your request by post to:

Disclosure Team
Post point 10.25
102 Petty France
London
SW1H 9AJ

or email: data.access@justice.gov.uk

For all other rights, please write to us at:

[insert your postal and email addresses]

Getting more information

You can get more details on:

- agreements we have with other organisations for sharing information
- when we can pass on personal information without telling you, for example, to help with the prevention or detection of crime or to produce anonymised statistics
- instructions we give to staff on how to collect, use or delete your personal information
- how we check that the information we have is accurate and up-to-date
- how to make a complaint

For more information, please contact the [\[your organisation\]](#) data protection officer at:

[\[insert the postal and email addresses of your data protection officer - for the MoJ, this is:](#)

[The Data Protection Officer](#)
[Ministry of Justice](#)
[10 South Colonnade](#)
[Canary Wharf](#)
[London](#)
[E14 4PU](#)

[Email: DPO@justice.gov.uk\]](#)

Making a complaint

When we ask you for information, we will keep to the law. If you think that your information has not been handled correctly, you can contact the [\[Information Commissioner\]\(https://ico.org.uk/\)](#) for independent advice about data protection on the address below:

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

Telephone: 0303 123 1113