



Ministry  
of Justice

## Information Charter

This document explains what we mean when we talk about personal data, why we ask for this information about you and what we do with it. It also explains how we store your data, how you can get a copy of the information we have collected about you and how you can complain if you think we have done something wrong.

### Why we collect personal data

The Ministry of Justice (“MoJ”) is the data controller for the personal information we collect and store. We use personal data to offer services to the public and as part of our working with Executive Agencies and Arm’s Length Bodies.

We’re responsible for the administration of justice. We do this by:

- protecting the public and reducing re-offending
- providing an effective, transparent and responsive criminal, civil, administrative and family justice system
- reforming the justice system
- developing justice policy
- making new laws
- providing legal aid
- maintaining a register of lasting and enduring powers of attorney and court-appointed deputies and supervising court-appointed deputies
- recruiting and supporting the judiciary
- promoting our goods and services
- maintaining our accounts
- supporting and managing our staff

Some of the work we do is controlled by laws that say what we can and can’t do with personal data. You will find more information about these in annex A.

## **About personal information**

Personal data is information about you as an individual. It can be your name, address or telephone number. It can also include information about tribunal or court cases you may have been involved with, and details of any offences and convictions. Personal data does not include information about people who have died, groups or communities of people, organisation or businesses.

## **When we ask you for personal data**

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

- ask for your permission up-front
- always let you know why we need it
- ask for relevant personal information only
- make sure we don't keep it longer than needed
- keep your information safe and make sure nobody can access it unless authorised
- only share your data with other organisations for legitimate purposes
- consider any request you make to correct, stop storing 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 with the supervisory authority

## **The personal data we collect**

We only collect the personal data we need to provide services to you. This can include:

- personal details
- family, lifestyles and social circumstances
- financial information
- employment and education details
- goods or services provided
- physical or mental health information
- racial or ethnic origin
- religious or other beliefs
- trade union membership
- sexual history and/or preferences
- criminal proceedings, outcomes and sentences
- genetic and biometrical data
- nationality and immigration status

## Sharing your personal data

We sometimes need to share the personal information with other parts of the MoJ and also with other organisations. We will only do this when the Data Protection Act 2018 (DPA) and any other laws say we can.

The organisations we may share your personal information with, can include

- your family, associates and representatives of the person whose personal data we are processing
- employment and recruitment agencies
- current, past and prospective employers
- educators, training establishments and examining bodies
- healthcare, social and welfare advisers or practitioners
- local and central government
- credit reference agencies
- suppliers and service providers
- debt collection and tracing agencies
- financial organisations
- members of Parliament
- ministers
- members of the judiciary
- business associates and other professional advisers and consultants
- MoJ employees and agents
- voluntary and charitable organisations
- ombudsmen and regulatory authorities
- trade and employer associations and professional bodies
- police forces
- the media
- data processors
- auditors and audit bodies
- prosecuting authorities
- security services

## Sharing your personal data abroad

Sometimes, we may have to transfer personal information overseas. If we have to do this, we will make sure that we comply with the relevant data protection laws.

## Accessing your personal information

You can find out what personal data we have about you by making a subject access request. To find out how to do this, please visit:

<https://www.gov.uk/government/organisations/ministry-of-justice/about/personal-information-charter>.

## Getting more information

You can get more details on:

- how to ask us to correct any mistakes;
- 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 to staff on how to collect, use or delete your personal information
- how we check that the information we hold is accurate and up to date
- how to make a complaint

For more information about any of these issues, please contact the MoJ Data Protection Officer at [DPO@justice.gov.uk](mailto:DPO@justice.gov.uk) or write to:

The Data Protection Officer  
Ministry of Justice  
3rd Floor, Post Point 3.20  
10 South Colonnade  
Canary Wharf  
London E14 4PU

## Cookies

When you visit our websites, we place 'cookies' (a piece of data) on your device to improve your online experience. We will always ask for your permission to do this.

Find out more about our cookie policies on:

- <https://www.justice.gov.uk/privacy>
- <https://www.gov.uk/help/cookies>

## Complaints

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 for independent advice about data protection. You can contact the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113  
[www.ico.org.uk](http://www.ico.org.uk)

## **Annex A**

- These are some of the laws that control how we use and store personal information:
- Courts Act 2003
- Crime and Courts Act 2013
- Crime and Disorder Act 1998
- The Offender Management Act 2007
- Legal Aid, Sentencing and Punishment of Offenders Act 2012
- Mental Capacity Act 2005
- Crime and Disorder Act 1998
- The Criminal, Civil and Family Procedure Rules and Practice Directions
- Human Right Act 1998

The MoJ also has common law powers that enable us to do our work.