

Privacy notice – UK MFN Tariff Feedback Form

This notice sets out your rights with respect to how we will use your personal data. The Department for Business and Trade (DBT) recognises that it has a duty to people whose information it holds to treat that information responsibly, keep it safe and secure, and process it in accordance with existing Data Protection Legislation, particularly the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This privacy notice broadly explains what information we collect, the purpose and lawful basis for processing, categories of personal information and whom we may share it with.

Purpose

The government is committed to an ambitious, transparent, and inclusive UK trade policy that takes account of the views of all sectors of society and international stakeholders, including the general public, devolved administrations and the regions, businesses, civil society groups, consumers, associations and any other interested stakeholders.

In line with this, DBT is gathering information through the UK MFN Tariff Feedback Form which is available on GOV.UK. Any member of the public is invited to provide their feedback and evidence on the UK Global Tariff.

Lawful basis for processing your data

DBT is the government department tasked with delivering the policy and objectives of UKGT. Therefore, understanding how the operation of UKGT impacts stakeholders is necessary in undertaking this public task. In view thereof, the lawful basis for processing your data is covered by the public task of the department.

Your data

Mandatory Information to be collected as part of the UK MFN Tariff Feedback Form:

- Name (first name and surname).
- Email Address.
- Name of Organisation / Business / Organisation you represent if any.

Why we process your data?

We use your personal information to help us identify any responses from bots or other fraudulent sources to maintain the integrity of the information received from the feedback forms. We may also use your contact details, with your consent, to get in touch with you to discuss your response to our feedback form or to get in touch to discuss other trade related issues. We may also use your contact details to remove your response if you instruct us to do so.

Your information will be processed and shared within the department, other government departments and with selected third parties for purposes connected with DBT performing a task in the public interest, or to fulfil an official function, and the task or function has a clear basis in law, including:

- To ensure that the UKGT is fully operational and tailored to the UK economy as a whole.
- To ensure that the UKGT captures the views of its stakeholders.

- To enable HM Government to follow up on the points raised in the UK MFN Tariff Feedback form.

How we may share your information

Your personal data will be processed and shared within DBT, other government departments and with selected third parties.

Third parties with whom information will be shared with are:

- Other government departments including but not limited to: Department for Energy Security and Net Zero; Department for Levelling Up, Housing and Communities; Department for Transport; HM Revenue & Customs; HM Treasury; Department for Environment, Food and Rural Affairs; Foreign Commonwealth and Development Office; Department of Health and Social Care; Department for Science, Innovation and Technology and Department for Culture, Media and Sport; and Ministry of Justice.
- Specialist organisations within government (including the Office for National Statistics) and externally to process the data to provide an aggregated assessment of responses.
- Aggregated analysis of responses may be shared with the Information Commissioner's Office (ICO), the Government Internal Audit Agency (GIAA), the National Audit Office (NAO) and central Government departments. Should there be a requirement to share your personal data with other third parties not included in this list, you will be notified beforehand via a revised privacy notice.

We will not:

- Sell or rent your data to third parties.
- Share your data with third parties for marketing purposes.
- Use your data in other forms of analytics.

We will also share your data if we are required to do so by law or regulation – for example, by court order, or to prevent fraud or other crime.

Data storage and retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Subject to the paragraph above, we will retain your personal information for up to 3 years from the date on which it is provided or subsequently updated, and your overall response for up to 7 years. However, we conduct regular reviews to ensure we only keep information required for the purpose for which it was collected. Should there be any indication that there will be a business need to extend this retention period, this will be robustly reviewed, and any changes will be clearly outlined and recorded in a revised notice.

Security and integrity of data

We take appropriate technological and organisational measures to protect the personal data submitted or provided to us. Our security measures are consistent with generally accepted commercial standards used to protect personal data.

All our employees are contractually obliged to follow our policies and procedures regarding confidentiality, security, and privacy.

Accuracy

We take all reasonable steps to ensure your personal data which is in our possession or control and is used on an on-going basis, is accurate, complete, current, and relevant, and based on the most recent information available to us. We rely on you to help us keep your personal data accurate by notifying us of any changes to your personal data.

Rights of Individuals

You have the following rights in relation to your personal data:

- Right to withdraw your consent.
- Right to access your personal data.
- Right to rectify your personal data.
- Right to erase your personal data from our systems, unless we have legitimate interest reasons for continuing to process the information.
- Right to data portability, if applicable.
- Right to restrict processing of your personal data.
- Right to object to the processing of your personal data.

Identity and contact details

The Department for Business and Trade are registered as a Data Controller under the General Data Protection Regulation and Data Protection Act 2018. Our contact details are:

Data Protection Officer
Department for Business and Trade
Old Admiralty Building
Whitehall
London
SW1A 2DY

Email: data.protection@businessandtrade.gov.uk

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information. You can contact our Data Protection Officer using the same contact.

For more information about your rights under the Data Protection Act or to request a copy of any data held about you please contact data.protection@trade.gov.uk

Contacting the Information Commissioner's Office

If you are not satisfied with the DBT response you have a right to complain to the Information Commissioner's Office (ICO). You can report a concern by visiting the [ICO website](#).

You can also make a complaint to the Information Commissioner, who is an independent regulator.

casework@ico.org.uk
Telephone: 0303 123 1113
Textphone: 01625 545860
Monday to Friday, 9am to 4:30pm

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

Changes to this privacy notice

We reserve the right to update this privacy notice at any time. We will amend the privacy notice if we make any substantial changes to the way we process your personal data.

Confidentiality

If you wish the information you provide to be treated as confidential, please be aware that, in accordance with the Freedom of Information Act (FOIA), public authorities are required to comply with the FOIA.

In view of this, it would be helpful if you have reasons for confidentiality, to explain to us why you wish that your information should be treated confidentially. If we receive a request for disclosure of information that has been provided, we will take full account of your explanation. However, we cannot give an assurance that confidentiality can be maintained in all circumstances.