

## **Data sharing principles**

Ministers have set out the data sharing principles under which IPS must operate at all times. This provides clear parameters for customers and for staff.

### **Sharing information about you with others**

The Identity and Passport Service (IPS) recognises the importance of protecting your personal information but also understands that citizens can benefit substantially if we share personal information from our records with third parties in strictly controlled and limited circumstances.

IPS sets out the criteria for sharing data with third parties in a set of principles agreed with Home Office Ministers and published on the Home Office website.

IPS does not share data unless it is lawful, proportionate and relevant to do so and one or more of the criteria below is met. That means that access to data would not be permitted for commercial or promotional purposes, including any possible marketing purposes by IPS itself.

The integrity of our database and the level of customer confidence are of paramount importance and any strategic departure from the strict criteria would require Ministerial approval and possible public consultation. IPS shares data to:

- ensure the security and integrity of the passport and civil registration processes, including passports and certificates are issued to those who have a legitimate entitlement
- prevent and help detect identity theft and fraud by engaging with relevant public and private sector organisations engaged in the delivery of services which rely on certainty of identity in order to prevent crime; to combat terrorism and safeguard national security; and sharing with the private sector relating primarily to the regulated sector (broadly speaking financial services firms and solicitors). These companies must comply with a range of obligations under the Proceeds of Crime Act 2002 and the Money-Laundering Regulations 2007. These 'Anti-Money Laundering' obligations focus on the requirement to 'Know Your Customer' (KYC), that is, to be confident on the basis of appropriate due diligence that a client is who he/she claims to be, and that the business he/she seeks to transact is legitimate
- prevent and detect crime by providing law enforcement agencies with data and intelligence on fraud and identity-related crime, which has been shown to be relevant to the offending behaviour; and in response to identified offending, anonymised data relevant to the patterns of criminality associated with that offending
- provide for immigration and employment purposes in order to check the immigration status of potential employees
- carry out internal IPS research and analytical work in relation to demand profile and trends in order to enhance service delivery, prevent fraud and improve efficiency
- to facilitate passport and consular services overseas by providing UK posts overseas with passport information on British citizens seeking consular assistance

- provide information to government agencies to fulfil their statutory functions for purposes other than specifically crime prevention and detection for example:
  - the Office for National Statistics for statistical and research purposes
  - Local Safeguarding Children Boards in undertaking the research necessary in order to fulfil their functions, as required by section 83(1) of the Children Act 1989
  - Department of Health and appropriate bodies to fulfil their aims and objectives such as monitoring public health and maintenance of records
- comply with statutory requirements for access to personal data by individuals and others, including data shared in connection with adoptions to facilitate contact between adopted people and their adult birth relatives where it is wanted

### **International Border Agencies**

We will pass the personal information in your passport to UK and foreign immigration authorities or law enforcement agencies responsible for border control. This will enable them to confirm that the personal information that appears in your passport is the same as that on the Identity and Passport Service database. We may also provide personal information held on passport records to UK law enforcement agencies or government departments involved in fraud prevention to help prevent or detect identity theft, fraud or other criminality.

If your passport is reported lost or stolen, the details of the lost or stolen passport will be accessible to UK and foreign immigration or law enforcement agencies, to Interpol and to public and private sector organisations in the UK. This is to help prevent your passport being used for criminal purposes and to try and retrieve the document.

### **Proof of identity**

A passport is not an identity document, although many organisations accept it as evidence of identity. If you present your passport as evidence of identity to obtain a service (for example to open a bank account), with your consent we will confirm or otherwise that the details in the passport you present agree with the details on the IPS database. We will not disclose your personal details to the organisation requesting the check but simply provide a 'yes' or 'no' response to the details provided.