



## Privacy notice for Civil Court forms

### Purpose

This privacy notices sets out the standards that you can expect from the Ministry of Justice (MoJ) and Her Majesty's Court and Tribunals Service (HMCTS) when we process personal data about you in the context of civil court proceedings; how you can get access to a copy of your personal data; and what you can do if you think the standards are not being met.

HMCTS is an Executive Agency of the Ministry of Justice (MoJ). MoJ is the data controller for the personal data held, although it may act jointly with HMCTS. HMCTS also collects and processes personal data for the exercise of its own and associated public functions and legal obligations.

This privacy notice does not apply to the processing of personal data which is collected and controlled by the court (and its judges) during legal proceedings. The judiciary are independent from MoJ and HMCTS and data protection law applies differently to them as a result. For more information, see [www.judiciary.gov.uk](http://www.judiciary.gov.uk).

### About personal data

Personal data is information that relates to a living individual who can be identified from the data.

It does not include information relating to dead people, groups or communities of people, organisations or businesses. It can be your name, address or telephone number. It can also include information about your gender, your financial circumstances, your cultural background or your social status.

We know how important it is to protect the privacy of all individuals involved in court proceedings and to comply with data protection laws. HMCTS will safeguard your personal data and will only disclose it where it is lawful to do so, or with your consent.

### Types of personal data we process

We only process personal data that is relevant for meeting our legal obligations and for the administration of justice. The types of data collected from court forms may include: your name, address, contact details, your economic circumstances, ethnicity, religious beliefs and the details of any other persons, including children, to whom the proceedings relate, or those who may have an interest in the proceedings.

The personal data will usually be obtained directly from you or from another person who has included your data in a court form which they have completed. Your personal data may also be obtained from other sources throughout the course of proceedings, for example from professional organisations such as a local authority, the police, or another party to the proceedings.

## **The purpose of processing and the legal basis for processing personal data?**

We necessarily process personal data for the purposes of the administration of justice and supporting the independent judiciary in upholding the rule of law and in delivering justice impartially, speedily and efficiently. Processing is also necessary for the establishment, exercise or defence of legal claims.

Personal data required for this purpose is collected and held in court forms. It is also uploaded onto a court database supporting the administration of justice in court proceedings, which is used by court staff for case management purposes and to collect information about the progression of a case.

Court forms are available here: <http://hmctsformfinder.justice.gov.uk/HMCTS/FormFinder.do>

Court forms are developed for use in civil proceedings to enable effective case management. The forms are generally used to initiate proceedings, or to determine action within existing proceedings and the information provided enables the court to deliver justice and make important decisions. As explained above, data protection laws apply differently to the court when personal data is collected and used during proceedings.

We also process personal data obtained in civil court cases for statistical purposes. The personal data is anonymised and used to produce statistics. HMCTS uses contact information to ask court users if they would like to complete a customer survey to measure the satisfaction of court users and areas for improvement.

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

- promise to inform you why we need your personal data;
- promise to ask only for the personal data we need and not collect information that is irrelevant or excessive;
- will protect personal data and make sure no unauthorised person has access to it;
- may share it with other organisations for legitimate purposes but only where necessary and permitted by the law (see below);
- will make sure we do not keep it longer than is necessary.

You can:

- request access to your personal data or ask for it to be corrected;
- object to the processing of your personal data or ask for the processing to be restricted;
- lodge a complaint with the Information Commissioner (see below).

## **Who the information may be shared with**

The information you provide us will typically be shared with the other parties involved in the case, including their legal representatives. You are usually required by the Civil Procedure Rules ('the Rules') to give them that information yourself, often by sending them a copy of the form: see the specific forms and Rules for more details.

The information you give us will not usually be shared with anyone who is not a party to the case unless this is specifically ordered by the court or permitted by the Rules. There are rules about when information in cases may be disclosed outside the proceedings. This type of processing of personal data by a court is not covered by this privacy notice as it is generally carried out by the independent judiciary.

Where we are required to share personal data we will comply with all aspects of the Rules, as well as data protection laws. The categories of organisations with whom we may be required to share your personal data obtained in court forms may include agencies contracted by HMCTS (e.g. interpreters, transcription or translation agencies), other Government departments or courts and public authorities within or outside the EU.

Civil proceedings hearings are generally heard in public. This means that others may overhear your personal information whilst sitting in the courtroom. However, the Rules provide for circumstances where hearings may be held in private, and for circumstances where the identity of parties or witnesses may be kept confidential (please refer to the Civil Procedure Rules).

### **Details of transfers to third countries**

It may sometimes be necessary to transfer personal data overseas for the establishment, exercise or defence of legal claims. The reasons for the transfer and the recipient third country will always depend on the circumstances of the case but any such transfers will be made in full compliance with all aspects of the law ('third country' means a country outside the EU).

To find out more information, you can contact us by emailing: [privacy@justice.gov.uk](mailto:privacy@justice.gov.uk)

### **Retention period for information collected**

Government departments, agencies, and all other public-sector bodies are instructed to retain any and all documentation, correspondence, notes, e-mails and all other information (however held) which contain or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection and care. The word 'children' relates to any person under the age of 18.

Different retention periods apply based on the type of proceedings you are involved in. To find out the retention periods and other information which may be useful to you please see:

<https://www.gov.uk/government/publications/record-retention-and-disposition-schedules>

### **Access to personal information**

You can find out if HMCTS hold any personal data about you by making a 'subject access request'. You can make a subject access request by emailing: [Data.access@justice.gov.uk](mailto:Data.access@justice.gov.uk)

You can get more details on agreements with other organisations for sharing personal data; production of statistics; how staff collect, use or delete personal data; how accuracy of information is maintained and how to make a complaint.

For more information about the handling of personal data or for any other queries, please contact our Data Protection Officer by email: [privacy@justice.gov.uk](mailto:privacy@justice.gov.uk)

### **Complaints**

When we ask you for information, we will keep to the law. If you consider that your information has been handled incorrectly by HMCTS or MoJ, you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner here:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Phone: 0303 123 1113

[www.ico.org.uk](http://www.ico.org.uk)