



Magnox Inquiry privacy notice

The Magnox Inquiry ("**Inquiry**", "**we**" or "**us**") based at The Insolvency Service, 4 Abbey Orchard Street, London SW1P 2HT is responsible for your personal information and we take our data protection and privacy responsibilities seriously.

This privacy notice explains how we collect, use and share personal information in the course of our activities, including:

- What personal information we collect and when and why we use it.
- How we share personal information within the Inquiry and with our service providers and others
- How we protect and store personal information
- Legal rights available to help manage your privacy
- How you can contact us about data protection and privacy issues

Updates

We may amend this privacy notice from time to time to keep it up to date with legal requirements and the way we operate, and will place any updates on this webpage. This privacy notice was first issued on 25 May 2018 and has not been updated since. Please regularly check these pages for the latest version of this notice. If we make fundamental changes to this privacy notice, we will seek to inform you by notice on this website or email.

Cookies

Our webpages are hosted on gov.uk and therefore the applicable policy on cookies is that set out on the gov.uk website (see <https://www.gov.uk/help/cookies>)

What personal information we collect and when and why we use it

In this section you can find out more about

- the types of personal information we collect
- when we collect personal information
- how we use personal information
- the legal basis for using personal information

When we collect information

We collect information about you if you:

- A. contact us about the Inquiry, whether through the email address given on our webpage, by post or in any other way;
- B. are someone who we contact in connection with matters under investigation by the Inquiry (for instance someone we wish to interview or someone who holds information we wish to request);
- C. are someone providing advice to, or otherwise assisting, a person (including a body) who the Inquiry is in contact with in connection with matters under investigation (for instance a person acting as a liaison point for the Inquiry within a body or a legal adviser providing assistance to someone invited to an interview with the Inquiry);
- D. are referred to in information provided to the Inquiry as part of its investigations (for instance because you are recorded in minutes of a meeting as having attended that meeting or are mentioned by an Inquiry interviewee);
- E. work with us as a member of the Inquiry team, as an advisor to the Inquiry or in another support role, or provide us with goods or other services; collectively ("**you**").

A. If you contact us about the Inquiry

If you contact us about the Inquiry, we will collect, use and share personal information about you for the following purposes:

- To respond to any question or issue you raise;
- To fulfil the Terms of Reference conferred on Steve Holliday by the Secretary of State for Business, Energy and Industrial Strategy (see: <https://www.gov.uk/government/speeches/nda-settlement-contract-termination-and-inquiry>), for instance by inviting you to an interview with the Inquiry because we believe you have relevant evidence to give;

The personal information we use includes:

- Your name, role and contact details;
- Information connected to matters under investigation by the Inquiry which relates to you (for example information which you provide to the inquiry, or information relating to activities you have been involved in which are connected to the scope of the Inquiry).

We collect this information from you if you provide it to us when you contact us.

B. If you are someone who we contact in connection with matters under investigation by the Inquiry

If you are someone who we contact in connection with matters under investigation by the Inquiry, we will collect, use and share personal information about you for the following purposes:

- To contact you;
- To fulfil the Terms of Reference conferred on Steve Holliday by the Secretary of State for Business, Energy and Industrial Strategy (see: <https://www.gov.uk/government/speeches/nda-settlement-contract-termination-and-inquiry>); for instance by inviting you to an interview with the Inquiry because we believe you have relevant evidence to give;
- To respond to any question or issue you raise about our work;

The personal information we use includes:

- Your name, role and contact details;
- Information connected to matters under investigation by the Inquiry which relates to you (for example information which you provide to the Inquiry, or information relating to activities you have been involved in which are connected to the scope of the Inquiry).

We collect this information from you if you provide it to us or from others if they provide it to us (for instance, someone providing us with your personal data during an interview with the Inquiry).

C. If you are someone providing advice to, or otherwise assisting, a person (including a body) who the Inquiry is in contact with.

If you are someone providing advice to, or otherwise assisting, a person (including a body) who the Inquiry is in contact with, we will collect, use and share personal information about you for the following purposes:

- To contact you;
- To fulfil the Terms of Reference conferred on Steve Holliday by the Secretary of State for Business, Energy and Industrial Strategy (see: <https://www.gov.uk/government/speeches/nda-settlement-contract-termination-and-inquiry>); for instance by sharing within the Inquiry, and with its advisers, that you are acting as an adviser;
- To respond to any question or issue you raise about our work.

The personal information we use includes:

- Your name and contact details;
- Your role and (if relevant) professional qualification (eg barrister, solicitor) and relationship to the person who the Inquiry is in contact with.

We collect this information from you if you provide it to us or from others if they provide it to us (for instance, a person you are advising may inform us that you are advising them).

D. You are referred to in information provided to the Inquiry in the course of its investigations

If you are referred to in information provided to the Inquiry as part of its investigations, we will collect, use and share personal information about you for the following purpose:

- To fulfil the Terms of Reference conferred on Steve Holliday by the Secretary of State for Business, Energy and Industrial Strategy (see: <https://www.gov.uk/government/speeches/nda-settlement-contract-termination-and-inquiry>); for instance we may contact you because we consider you may have relevant evidence to give.

The personal information we use includes :

- Your name and contact details;
- Information connected to matters under investigation by the Inquiry which relates to you (for example activities you have been involved in which are connected to the scope of the Inquiry, or your role within an organisation that is subject to the scope of the Inquiry).

We collect this information from other participants in the Inquiry process if they provide information to us as part of the investigations we carry out (for instance, someone providing us with notes of a meeting which contains reference to you as someone who was in attendance, or information provided about a matter which may refer to your involvement in that matter).

E. You work with us as a member of the Inquiry team, as an advisor to the Inquiry or in another support role, or provide us with other goods or services.

If you work with us as a member of the Inquiry team, as an advisor to the Inquiry, or in another support role, or provide us with other goods or services, we will collect, use and share personal information about you for the following purposes:

- To fulfil the Terms of Reference conferred on Steve Holliday by the Secretary of State for Business, Energy and Industrial Strategy (see: <https://www.gov.uk/government/speeches/nda-settlement-contract-termination-and-inquiry>); for instance through asking you to carry out Inquiry related tasks;
- To fulfil the Inquiry's functions in respect of employment (including secondment) issues and its obligations in respect of its staff and advisers having the necessary security clearances;
- To fulfil the Inquiry's contractual obligations, for instance the payment of invoices for services and goods provided.

The personal information we use includes:

- Your name and contact details;
- Your role, professional qualifications and/or employment or career experience;
- Your interactions with the Inquiry (for example attendance at particular sessions).

We collect this information from you if you provide it to us or from others if they provide it to us (for instance, if you are a secondee to the Inquiry team, from your home organisation).

Legal basis for using your personal information

We will only collect, use and share your personal information where we are satisfied that we have an appropriate legal basis to do this.

The basis we rely on is that processing is necessary for the performance of a task carried out in the public interest, namely the carrying out of investigations, and production of reports (and other matters directly connected to such investigations and production such as the arranging of interviews) for the purposes of Steve Holliday satisfying the Terms of Reference conferred on him by the Secretary of State for Business, Energy and Industrial Strategy and announced via a written statement to Parliament by Rt Hon Greg Clark on 27 March 2017.

If you would like to find out more about the legal basis for which we process personal information please contact us.

Sharing personal information with others

We share your personal information in the manner and for the purposes described below:

- within the Inquiry ie from or to Steve Holliday, the Secretariat supporting him, and those advising and supporting the Inquiry, for the purposes of Steve Holliday fulfilling the Terms of Reference conferred on him;
- with others for the purposes of Steve Holliday fulfilling the Terms of Reference conferred on him. This may, for example, include sharing information you give us in an Inquiry interview with another person being interviewed so that they may comment on it, or have regard to it when answering questions.
- with the National Archives or a government department, if appropriate by virtue of requirements relating to maintaining records of Inquiries (see <http://www.nationalarchives.gov.uk/information-management/manage-information/public-inquiry-guidance/>)
- in respect of case E, in connection with employment and contractual matters, we may share details with others having a legitimate interest in those matters, for instance with a secondee's home organisation in respect of their performance.

How we protect and store your information

Security

We store and use your data in a way that is designed to reduce the risk of accidental destruction or loss, or the unauthorised disclosure or access to such information appropriate to the nature of the information concerned.

Key measures we take are:

Storing electronic data on systems to which access is restricted

Storing hard copy data in locked cupboards

Employing proportionate security measures when sending information, such as sending documents in a password protected format.

Storing your personal information

We will store your personal information for as long as is reasonably necessary for the purposes for which it was collected, as explained in this privacy notice. Where your information is no longer needed, we will ensure that it is disposed of in a secure manner. In some circumstances we may store your personal information for longer periods of time, for instance where we are required to do so in accordance with legal or regulatory requirements.

In specific circumstances we may store your personal information for longer periods of time so that we have an accurate record of your dealings with us in the event of any complaints or challenges, or if we reasonably believe there is a prospect of litigation relating to your personal information or dealings.

Legal rights available to help manage your privacy

Subject to certain exemptions, and in some cases dependent upon the processing activity we are undertaking, you have certain rights in relation to your personal information. These include:

- To access personal information
- To rectify personal information
- To restrict the processing of your personal information
- To lodge a complaint with the Information Commissioner

If you wish to access any of your rights, we may ask you for additional information to confirm your identity and for security purposes, in particular before disclosing personal information to you. We reserve the right to charge a fee where permitted by law.

You can exercise your rights by contacting us. Subject to legal and other permissible considerations, we will make every reasonable effort to honour your request promptly or inform you if we require further information in order to fulfil your request.

We may not always be able to fully address your request, for example if it would impact the duty of confidentiality we owe to others, or if we are legally entitled to deal with the request in a different way.

The description of your rights above and below should not be taken as preventing the Inquiry from applying an exemption, refusing your request or dealing with your request in a different way where, in each case, that is permitted under applicable law and regulations.

Right to access personal information

You have a right to request that we provide you with a copy of your personal information that we hold and you have the right to be informed of; (a) the source of your personal information; (b) the purposes, legal basis and methods of processing; (c) the data controller's identity; and (d) the entities or categories of entities to whom your personal information may be transferred.

Right to rectify personal information

You have a right to request that we rectify inaccurate personal information. We may seek to verify the accuracy of the personal information before rectifying it.

Right to restrict the processing of your personal information

You can ask us to restrict your personal information, but only where:

- its accuracy is contested, to allow us to verify its accuracy; or
- the processing is unlawful, but you do not want it erased; or
- it is no longer needed for the purposes for which it was collected, but we still need it to establish, exercise or defend legal claims; or
- you have exercised the right to object, and verification of overriding grounds is pending.

We can continue to use your personal information, where:

- we have your consent; or
- to establish, exercise or defend legal claims; or
- to protect the rights of another natural or legal person.

Right to lodge a complaint with the Information Commissioner

You have a right to lodge a complaint with the Information Commissioner if you have concerns about how we are processing your personal information.

We ask that you please attempt to resolve any issues with us first, although you have a right to contact the Information Commissioner at any time.

Contact us

The primary point of contact for all issues arising from this privacy notice is the Solicitor to the Inquiry. The Solicitor can be contacted in the following ways:

By email (magnoxInquiry@insolvency.gsi.gov.uk): with the subject line “For the attention of the Solicitor to the Inquiry”

By post: Solicitor to the Magnox Inquiry
c/o The Insolvency Service
4th Floor
4 Abbey Orchard Street
London
SW1P 2HT

If you have any questions, concerns or complaints regarding our compliance with this privacy notice, the information we hold about you or if you wish to exercise your rights, we encourage you to first contact the Solicitor.

The Information Commissioner

You have a right to lodge a complaint with the Information Commissioner's Office at any time. We ask however that you first attempt to resolve any issues with us.

Magnox Inquiry

25 May 2018