

TRIBUNAL PROCEDURE COMMITTEE - PERSONAL DATA PRIVACY NOTICE

The Tribunal Procedure Committee (“the TPC”) is a non-departmental public body sponsored by the Ministry of Justice (MoJ). The TPC was established under section 22 of, and Schedule 5 to, the Tribunals, Courts and Enforcement Act 2007, with the function of making Tribunal Procedure Rules for the First-tier Tribunal and the Upper Tribunal.

The TPC comprises members of the judiciary, legal professionals and lay members. The TPC is supported by a secretariat provided by the MoJ. The MoJ is the data controller for any personal data held by the TPC.

What is the purpose of a privacy notice?

A privacy notice sets out key information that it is essential for people to know before they provide information to an organisation. It sets out the standards that you can expect from the MoJ when we process your personal data and what you can do if you think the standards are not being met. It also sets out how you can get a copy of your information.

Changes to the Privacy Notice

The MoJ may make changes to the Privacy Notice from time to time. When we do so we will place the changed Privacy Notice on the TPC website at:

www.gov.uk/government/organisations/tribunal-procedure-committee

What is your personal data?

Personal data is any information about a living individual that can be used to identify them. It includes identifiers such as Name, Date of Birth, Personal characteristics such as gender and ethnic group, qualifications and absence information.

It may also include what are known as special categories of personal data. This is information concerning: racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic or biometric data, health data, data concerning your sex life or sexual orientation.

Identification can be by the information alone or in conjunction with any other information in our possession or likely to come into our possession.

On what basis do we process your personal data?

MoJ will only use and process your personal data when and how the law allows us to.

The law allows us to process your information where it is necessary for us to do so in the performance of a task carried out in the public interest.

The law also allows us to process your data with your explicit consent. Where we do so we will ask you for that consent before we process your data. You are under no obligation to give consent if we ask for it. If you give consent you may withdraw it at any time.

What is meant by processing and how will data be processed?

The processing of personal data is governed by the General Data Protection Regulation (the GDPR) and by the Data Protection Act 2018. When MoJ refer to processing we mean any activity we perform on or with your personal data.

MoJ will keep personal data up to date; store and destroy it securely; not collect or retain excessive amounts of data; protect it from loss, misuse, unauthorised access and disclosure; and ensure that appropriate technical measures are in place to protect personal data.

How your personal data is used

Your personal data may be used for the following purposes:

Members of the TPC – MoJ collects and stores personal data of members including name, address, e-mail address, bank account details. Contact details are only used for the purposes of contacting members in relation to the work of the TPC.

Attendees of TPC meetings and TPC Sub-group meetings – MoJ collects and stores personal data of those asking to attend TPC events including name, address, e-mail address, and details supplied with acceptances or requests to attend events. This information is only used for the purposes of contacting attendees about events or other TPC activities (e.g. calls for written evidence on administrative justice topics).

Stakeholders – MoJ hold the names, address, email address and contact details of those who have requested routinely to receive information on the TPC (e.g. copies of papers and minutes, notification of updates to the TPC). This information is only used for the purpose of contacting interested parties for dissemination of information, and, where appropriate, consultation.

Correspondents – MoJ will retain for a certain period any personal data accompanying written or other communications with the TPC (please see below section on retention and destruction of personal data). This information is used for the purposes of responding to correspondents. This information may be shared with the TPC.

Publication of material – MoJ will retain papers and letters submitted to the TPC which form part of TPC meeting papers. This material will be included in material provided under the TPC Freedom of Information scheme. Those submitting material will have the opportunity to ask for removal of any personal data before material is published.

Sharing your personal data

We will share [some of] your personal data with: the judiciary;

Any sharing of personal data with these bodies will be only for the purposes of the work of the TPC and only to the extent necessary.

We will not share information about your data with third parties without your consent unless we are under a legal obligation to do so, for example with HRMC and the police.

We may wish to use and process your personal data for a new purpose not set out in this Privacy Notice. Should we do so we will contact you to let you know about how we wish to use your personal data and where necessary we will seek your prior explicit consent to the new processing.

Retention period for information collected

Your personal data will not be kept longer than it is necessary. Personnel files, both electronic and paper, will be destroyed in line with the MoJ Record Retention and Disposition Schedule, a copy of which can be accessed here:

www.gov.uk/government/publications/record-retention-and-disposition-schedules

Access to personal information

You can find out if MoJ hold any personal data about you by making a 'subject access request'. You can make a subject access request by emailing:

Data.access@justice.gsi.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: datacompliance@justice.gov.uk

Your rights and your personal data – the subject information rights

Unless subject to an exemption, in respect of your personal data you have a number of subject information rights. These are:

- the right to request a copy of your personal data which we hold about you;
- the right to request that we correct any personal data if it is found to be inaccurate or out of date;
- the right to request your personal data is erased where it is no longer necessary for us to retain such data;
- the right to withdraw your consent to the processing of sensitive information at any time;
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- the right to lodge a complaint with the Information Commissioner's Office.

Updating your personal information

You can update your personal data by contacting us at: Tribunal Procedure Committee Inbox (mail to): tpcsecretariat@justice.gsi.gov.uk

Contact details and further information

Please contact us if you have any questions or concerns about this Privacy Notice or how MoJ handle personal data. We can be contacted at mail to: tpcsecretariat@justice.gsi.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, 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

ico.org.uk/for-organisations/guide-to-data-protection