PRIVACY NOTICE – UK MINISTRY OF DEFENCE COMPETENT SECURITY AUTHORITY ACTIVITIES

1. This notice sets out how the Ministry of Defence (MOD), Defence Equipment & Support, Principal Security Advisor’s Office (DE&S PSyA), as a Competent Security Authority (CSA), will use your personal data in relation to the activities described below and explains your rights.

YOUR DATA

Purpose

2. The MOD DE&S PSyA undertakes the following activities that may involve the processing of personal data:

3. Confirming and verifying Personnel Security Clearances (PSCs) of individuals who are required to handle classified information. Personal data can be communicated to and by the UK CSA in several formats, including but not limited to:
   a. Personnel Security Clearance Information Sheet (PSCIS) – A form used to seek verification of a clearance;
   b. Personnel Security Clearance Certificate (PSCC) – A form used to confirm an individual has a NATO, EU or ESA clearance;
   c. Request for Visit (RFV) – A form used to verify and confirm clearances ahead of proposed visits to sites.
   d. Method of Movement Plans/Hand Carriages – Forms that identify individuals who will be required to escort or carry classified material, either within the UK or across international borders/boundaries.

4. When non-British nationals working for UK contractors on international classified contracts require to undergo their national PSC process the UK CSA will receive and then forward those vetting applications to the appropriate National Security Authority (NSA) or other Competent Security Authority for further processing.

Categories of personal data processed

5. The MOD may process the following personal data for the activities outlined above:

   • Full name
   • Date of birth
   • Place of birth
   • Passport number
   • National Insurance Number
   • Nationality/Nationalities
   • Home Address
   • Personal contract details (i.e. phone number and email)
6. For assistance requests and replies, the UK CSA may handle and pass on security related information to the relevant security authorities.

**Legal basis of processing**

7. The MOD processes your personal data and that of third parties in accordance with the General Data Protection Regulation (GDPR), as applied by Chapter 3 of Part 2 of the Data Protection Act 2018 (‘the Applied GDPR’). The functions of the UK CSA are exercised for the purposes of safeguarding national security.

8. The processing of your personal data and that of third parties is necessary for the purposes described above, which are carried out for reasons of substantial public interest and in the exercise of official authority vested in the data controller. Conducting these activities are functions of the MOD, which is a government department.

**Who we share your personal data with**

9. To process a NSVS Account request, some of your personal data will be provided to UK Security Vetting - UKSV (part of the Ministry of Defence), who will consider and process your request for a NSVS Sponsor Account.

10. For important reasons of public and national security, confirmation and verification of PSCs, submission of RFVs, and details of individuals conducting classified movements/carriages will be provided to the relevant NSAs or other competent authorities of international partners, international organisations, UK public authorities, or contractors undertaking classified contracts. Some of these organisations and contractors may be located within the EU, but others may be located in countries where the EU Commission has not issued an adequacy decision to confirm that it considers the country provides an adequate level of data protection.

11. Security assistance requests and replies containing personal data will be provided to the relevant UK public authorities responsible for carrying out security checks. Security assistance requests and replies containing your personal data will be provided to the relevant NSAs or other competent authorities of international partners.

**Failure to provide data**

12. You are required to provide the personal data requested in order to obtain a PSC necessary for your role, or have an existing PSC confirmed in order to access secure areas, or transport classified material.

**Retention**

13. Personal data obtained for the purposes listed above will normally be retained by the MOD DE&S PSyA for a period of two years, after which time it will be deleted.

**YOUR RIGHTS**

14. You have considerable say over what happens to your personal data. Your rights and how you may exercise them are fully detailed on the ICO website. In relation to your personal data held by the UK CSA, unless an exemption applies, you have the right:
• to request a copy of your personal data
• to require us to restrict the processing of your data in certain circumstances
• to request your data be deleted or corrected
• to object to the processing of your data

• to lodge a complaint with the independent Information Commissioner’s Office (ICO) if you think we are not handling your data fairly or in accordance with the law.

CONTACT DETAILS

15. The contact details for the MOD data controller are:

Mr Martin Elliot  
MOD Data Protection Officer  
Ground Floor, Zone D  
Main Building  
Whitehall  
London  
SW1A 2HB

cio-dpa@mod.gov.uk

16. The contact details for the data controller’s Data Protection Officer (DPO) are:

MOD DPO  
Ground Floor, Zone D  
Main Building  
Whitehall  
London  
SW1A 2HB

cio-dpa@mod.gov.uk

COMPLAINTS

17. If you consider that your personal data has been misused or mishandled you can make a complaint to the DPO at the address above. If you are not satisfied, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113

casework@ico.org.uk