



Subject Access Request Privacy Notice

This privacy notice explains why personal information is collected, what it is used for and who it is provided to. The notice also describes why we require your data, and the lawful basis we rely on to do this. Please note, this privacy notice relates solely to Subject Access Requests (SAR) and applies to all individuals who make a SAR to the Nuclear Decommissioning Authority (NDA), unless otherwise stated. For further details on the NDAs corporate privacy notice please refer to:

<https://www.gov.uk/government/organisations/nuclear-decommissioning-authority/about/personal-information-charter>

What is a Subject Access Request?

Data protection legislation, including both the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA), allow you to make a request to the NDA for copies of all personal information which we hold about you. This is known as a Subject Access Request.

Prior to processing your request we will need to verify your identity and ensure your right to access the information. This is an appropriate and reasonable security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

Once your identity is confirmed we will:

- search our systems and physical records to identify any personal data we may hold about you;
- prepare the information to be sent to you. This will be information already held. We will not reprocess your data to create any new records or products.

Further details on the NDA's SAR procedure are available at:

<https://www.gov.uk/government/publications/nda-subject-access-request-procedure-data-protection>

Our Contact Details

Simon Tucker
Data Protection Officer
Nuclear Decommissioning Authority (NDA)
Herds House
West Science & Technology Park
Moor Row
Cumbria
CA24 3HU

Email: dpo@nda.gov.uk



Data Controller

The NDA is committed to protecting the privacy and security of your personal information. We are registered as a Data Controller with the Information Commissioner's Office (ICO). Our registration number is Z9273030.

What type of information we have

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). There are certain types of more sensitive personal data (special category data) which require a higher level of protection, such as information about a person's health or criminal convictions.

We may collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses;
- Date of birth;
- Gender;
- Marital status and dependants;
- Next of kin and emergency contact information;
- National Insurance number;
- Bank account details, payroll records and tax status information;
- Salary, annual leave, pension and benefits information;
- Start date and, if different, the date of your continuous employment;
- Leaving date and your reason for leaving;
- Location of employment or workplace;
- Copy of driving licence and car insurance;
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process);
- Employment records (including job titles, work history, working hours, holidays, training records and professional memberships);
- Compensation history;
- Performance information;
- Disciplinary and grievance information;
- Information about your use of our information and communications systems;
- CCTV images used to monitor access to buildings etc;
- Photographs

Please note, the above list is not exhaustive.

We may also collect, store and use the following more sensitive types of personal data:



- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions for equality and diversity monitoring purposes;
- Trade union membership;
- Information about your health, including any medical condition, health and sickness records etc.;
- Information about criminal convictions and offences.

How did we get the information and why do we have it?

The most common reasons that we will hold your information are if you:

- are a current or previous NDA employee or contractor;
- previously applied or are in the process of applying for work with NDA;
- subscribe to NDA newsletters or publications;
- attended an NDA hosted event or course;
- visited NDA offices recently;
- applied for funding or a bursary;

Again, this is not an exhaustive set of circumstances and we will search all of our systems and records as part of the SAR procedure.

We would have originally collected your personal information because we had a legal or contractual obligation to do so. In a small number of circumstances we would have relied upon your consent. In relation to responding to SARs, the lawful basis for processing your personal data is that it is necessary to comply with a legal obligation placed on us as the data controller. Please see the 'Your data protection rights' section for more information on withdrawing your consent.

What we do with the information

As previously stated, the NDA is the data controller of personal information held by NDA for the purposes of GDPR. A data controller determines the purposes for which, and the manner in which, any personal data is to be processed (either alone or jointly or in common with others). We therefore have the responsibility for the safety and security of all the data we hold.

We may have originally shared your data with third parties, including data processors who process data on our behalf. We make sure that our data processors comply with all relevant requirements under data protection legislation. This is defined in the contractual arrangements. We may have also transferred your personal data outside of the EU. If this was the case you can expect a similar degree of protection in respect of your personal information.



As part of the SAR process we will collate your information from various sources within the NDA, however we may share our response with an external third party, if this is the case we would make you aware of this as appropriate.

How we store your information

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the Data Protection Officer.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

We will only hold onto your personal information for as long as necessary to fulfil the purposes we collected it for. All records are retained and securely destroyed in accordance with our data retention policy. Details of retention periods for different aspects of your personal information are available in our retention policy. However, your information may be held beyond the specified retention periods where there is the potential for it to fall under the remit of ongoing government Independent Inquiries.

Your data protection rights

You have a number of rights in relation to your data. These are:

- the right to be informed when data is collected;
- the right of access to your data;
- the right to rectification of your data - to correct inaccurate or incomplete data;
- the right to erasure of your data (except in certain circumstances) - we will delete your data if requested unless there is a legal obligation to process your data;
- the right to restrict processing - we can retain as much data is necessary to ensure the restriction is respected in the future;
- the right to data portability - where we can, where possible, provide your information in a structured, commonly used, machine readable form when asked;
- the right to object to the processing of data - where you can object to the processing of data for direct marketing or research purposes;
- rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.



You also have a right to withdraw any consent you may have given us to process your data and a right to lodge a complaint with the Information Commissioners Office (ICO). More details on these rights can be found below and on the [ICO's website](#).

How to complain

If you wish to make a complaint to NDA about the way in which we have processed your personal information please get in touch with our Data Protection Officer via the contact details supplied above.

If you remain dissatisfied with the response received, you have the right to lodge a complaint to the Information Commissioner's Office (ICO). The ICO is the UK's independent body set up to uphold information rights, and they can investigate and adjudicate on any data protection related concerns you raise with them. They can be contacted at:

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

www.ico.org.uk