



Home Office

# Privacy Information Notice (PIN) – Offensive Weapons Act 2019 Surrender and Compensation Scheme

December 2020

## Privacy Information Notice

Data protection law in the UK changed on 25 May 2018. This notice reflects your rights under the new laws and lets you know how we will look after and use your personal information for the purposes of making a claim for compensation under the **Offensive Weapons Act 2019 Surrender and Compensation Scheme**.

For the purposes of the Surrender and Compensation Scheme the Home Office is the data controller. This includes information that you have provided to us directly and information received from the police for determining your claim under the Surrender and Compensation Scheme.

## How we protect your personal information

We have a duty to safeguard and ensure the security of your personal information. We do that by having systems and policies in place to limit access to your information and prevent unauthorised disclosure. Staff who access personal information must have appropriate security clearance, a business need for accessing the information and be suitably authorised to access the personal information. Their activity is subject to audit and review.

## How and why the Department uses your information

We are only allowed to use, gather and share personal information where we have an appropriate legal basis to do so under the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Home Office collects and processes personal information to fulfil its legal and official functions.

The legal basis for the processing of your data for the purposes of considering any compensation claims under the scheme, will be covered under Article 6(1)(e) – that is, processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested on the controller.

Examples of ways in which we may gather your personal information include when:

- you submit your compensation claim to the police for any weapon surrendered;
- the police send your compensation claim and any supporting documentation to the Home Office for the purposes of considering and processing your claim;
- you email our dedicated enquiries mailbox on the scheme;
- we seek to verify any of your information, documents or identity submitted as part of your compensation claim; and
- you contact the Home Office to raise a dispute over the amount of compensation that has been offered.

We will process and hold your personal information for the consideration of your compensation claim.

Examples of how we may use your data:

- to verify your information or any supporting documentations;
- to confirm the details of your claim;

- to contact you in relation to consideration of your compensation claim; and
- to make a decision in relation to your compensation claim

## Other organisations that have access to your personal information

The police as a public body will have access to your personal information as part of the arrangements for the surrender and compensation scheme. The Surrender of Offensive Weapons (Compensation) Regulations 2020 set out the arrangements for the scheme. All claimants are required under the Regulations to submit their compensation claim forms at the same time they surrender their weapon to the police. The police will verify your identity and the information on your claim form, check the form has been completed properly and check that any supporting documentation has been enclosed with the form. The police will complete the relevant section on the claim form to confirm that they have checked the form, confirmed your identity and that you are the legal owner of the item and provide a unique identification number for your claim. Every claimant will receive a receipt for their claim with a unique identification number. The claim form will then be sent electronically from the police to the Home Office for consideration of your compensation claim.

## Contacting you using your personal information

Beyond the normal processing of your compensation claim, we may use your personal information (for example, your email address or phone number) to send you prompts. For example, where we may need further information from you to support your claim or to inform you of the outcome of your claim.

## How long will we keep your personal information for

We will keep your personal information for as long as it is necessary for permitted purposes. Your data will be retained for 6 years following the completion of your claim.

There is currently a moratorium on deleting information placed upon the Home Office. At the end of the retention period if the moratorium persists your data will be retained in a separate file for the purpose of complying with a legal obligation in place by that moratorium and will be used for no other purpose.

## Your individual rights relating to your personal data

You have the right to request access to the personal information the Home Office holds about you.

In certain circumstances you also have the right to:

- 1) Rectification of any data that you determine is inaccurate or missing
- 2) Erase your personal data
- 3) Restrict the use of your personal data
- 4) Object to its use

If you want to exercise any of these rights, then please email us at:

[info.access@homeoffice.gov.uk](mailto:info.access@homeoffice.gov.uk)

Please note that postal applications are not being processed because of Covid-19 until further notice should you wish to exercise any of these rights.

## Questions or concerns about personal data

If you have any questions or concerns about the collection, use or disclosure of your personal information please contact the Home Office via the following email address:

[info.access@homeoffice.gov.uk](mailto:info.access@homeoffice.gov.uk)

## How to complain

The Home Office has appointed a data protection officer (DPO) to help ensure that we fulfil our legal obligations when processing personal information. You can contact the DPO for more information at:

Email: [dpo@homeoffice.gov.uk](mailto:dpo@homeoffice.gov.uk) Telephone: 020 7035 6999

Or write to:

Office of the DPO  
Home Office  
Peel Building  
2 Marsham Street  
London  
SW1P 4DF

You also have the right to complain to the Information Commissioner's Office about the way we handle your information or respond to your requests for access to your personal information or the exercise of your other rights under the GDPR or the Data Protection Act 2018.

Contact details are as follows:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Website: <https://ico.org.uk/>



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