



# Privacy notice – Tariff Implementation Monitoring (TIM) feedback form on the UK Global Tariff (UKGT)

This notice sets out your rights with respect to how we will use your personal data. The Department for International Trade (DIT) recognises that it has a duty to people whose information it holds to treat that information responsibly, keep it safe and secure, and process it correctly and proportionately. This Privacy Notice broadly explains what information we collect, the purpose for processing, categories of personal information and who we may share it with.

## Purpose

The government is committed to an ambitious, transparent and inclusive UK trade policy that takes account of the views of all sectors of society and international stakeholders; including the general public, devolved administrations and the regions, businesses, civil society groups, consumers, associations and any other interested stakeholders.

In line with this, the government has made a form available on GOV.UK to any members to the public to provide their evidence on the UK Global Tariff.

Information provided whilst contributing to this TIM form, including personal information, may be published or disclosed in accordance with access to information regimes, primarily the Freedom of Information Act 2000 (FOIA) and the Data Protection Act (2018).

The Department for International Trade will process personal data supplied for this purpose in accordance with the Data Protection Act. The information you provide will be processed on the lawful basis of public task. We will ensure we get your clear consent to process your personal data for the specific purpose detailed. If you are providing a response on behalf of a third party, you must ensure you get their consent prior to submission.

Consent will be sought in accordance with the Data Protection Act should there be a requirement to share information with any other third parties listed in this notice. If you want the information you provide to be treated confidentially, please be aware that, in accordance with the FOIA, public authorities are required to comply with a statutory code of practice which deals, amongst other things, with obligations of confidence. In view of this, it would be helpful if you could explain to us why you wish that information to be treated confidentially. If we receive a request for disclosure of information that has been provided, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances.

## Your data

Mandatory Information to be collected as part of the TIM Form:

- Name (first name and surname)
- Email Address
- Name of Organisation / Business / Organisation you represent, if any

We use your personal information to help us identify any responses from bots or other fraudulent sources to maintain the integrity of the information received from the feedback forms. We may also use your contact details, with your consent, to get in touch with you to discuss your response to our feedback form or to get in touch to discuss other trade related issues. We may also use your contact details to remove your response if you instruct us to do so.

Your information will be processed and shared within the department and with selected third parties for purposes connected with DIT performing a task in the public interest, or to fulfil an official function, and the task or function has a clear basis in law, including:

- To ensure that the UKGT is fully operational and tailored to the UK economy as a whole
- To ensure that the UKGT captures the views of its stakeholders
- To enable HM Government to follow up on the points raised in the TIM form

## **How we may share your information**

Your personal data will be processed and shared within the Department for International Trade and with selected third parties.

Third parties with whom information will be shared with are:

- other government departments including but not limited to: Department for Business, Energy and Industrial Strategy; Ministry of Housing, Communities & Local Government; Department for Transport; HM Revenue & Customs; HM Treasury, Department for Environment, Food and Rural Affairs, Foreign Commonwealth and Development Office, Department of Health and Social Care, Department for Digital, Culture, Media and Sport, Department for International Development and Ministry of Justice
- specialist organisations within government (including the Office for National Statistics) and externally to process the data to provide an aggregated assessment of responses

Aggregated analysis of responses may be shared with the Information Commissioner's Office (ICO), the Government Internal Audit Agency (GIAA), the National Audit Office (NAO) and central Government departments. Should there be a requirement to share your personal data with other third parties not included in this list, you will be notified beforehand via a revised privacy notice.

We will not:

- sell or rent your data to third parties
- share your data with third parties for marketing purposes
- use your data in analytics

We will also share your data if we are required to do so by law or regulation – for example, by court order, or to prevent fraud or other crime.

## **How long we will retain your information**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. We will only retain your personal information for as long as:

- it is needed for the purposes set out in this document
- the law requires us to

Subject to the paragraph above, we will retain your personal information for up to 3 years from the date on which it is provided or subsequently updated and your overall response for up to 10 years, however we conduct regular reviews to ensure we only keep information required for the purpose of which it was collected. Should there be any indication that there will be a business need to extend this retention period, this will be robustly reviewed, and any changes will be clearly outlined and recorded in a revised notice.

## Your rights and access to your information

You have the right to request a copy of the information that we hold about you. The DPA also gives you additional rights that refer to how the DIT holds and uses your information.

Consequently, under certain circumstances, by law you have the right to:

- raise an objection to how your data is processed
- withdraw consent and the right to object and restrict further processing of your data; however, where legally enforceable this may affect the service, we are able to provide to you
- request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it
- request your data to be rectified if it is inaccurate or incomplete
- not be subject to automated decision-making including profiling
- request details about how your personal data is processed and to request a copy of your personal data

## Identity and contact details

The Department for International Trade are registered as a Data Controller under the General Data Protection Regulation and Data Protection Act 2018. Our contact details are:

Data Protection Officer  
55 Whitehall Place  
Westminster  
London  
SW1A 2HP  
Email: [data.protection@trade.gov.uk](mailto:data.protection@trade.gov.uk)

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information. You can contact our Data Protection Officer using the same contact.

If you are not satisfied with the DIT response you have a right to complain to the Information Commissioner's Office (ICO). You can report a concern by visiting the [ICO website](#).

For more information about your rights under the Data Protection Act or to request a copy of any data held about you please contact [data.protection@trade.gov.uk](mailto:data.protection@trade.gov.uk)