The following is to explain your rights and to give you information you are entitled to under the Data Protection Act 2018 (DPA18). This notice can be updated at any time and we will inform you if this occurs. It is important that you read this notice, together with any other privacy notice that is provided on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

**Personal Data**

The Ministry of Defence (MOD) is the data controller in respect of the personal data it processes. The MOD is committed to protecting the privacy and security of your personal information and ensuring that all your personal data is processed in accordance with UK data legislation.

**Our legal basis for processing your personal data and why are we collecting or processing your data**

Our legal basis for processing your personal data and the reason your personal data is being collected and processed by the MOD to enable it to carry out its functions that are necessary in order to;

* enable us to comply with legal obligations,
* carry out our functions as a government department,
* perform a task carried out in the exercise of official authority or where it is necessary to do so in the public interest.

**With whom we will be sharing your personal data**

We may share your personal information with third parties where required by law, where it is necessary to administer our relationship with you; where it is in the public interest to do so or where it is necessary for the performance of our functions as a Government Department. This will, in some circumstances, involve sharing special categories of personal data where relevant.

**For how long we will keep the personal data**

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. Your personal data will be held in line with the MOD records management and data retention policy which can be provided on request. After the minimum retention period, has elapsed we will review and securely destroy your personal information in accordance with MOD data destruction policy.

**Your rights**

Under UK Data Protection legislation, you have individual rights with regards to your personal data. Further information on those rights can be found at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

**Transfer of personal data to other countries**

Sometimes it may be necessary to transfer personal information overseas. When this is needed, information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of UK data protection law.

**Automated decision making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

**How we store personal data**

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.

**How to complain if you are not happy**

**If you are unhappy with how your personal information is being processed, please contact the:**

MOD Information Rights Team,

Ground Floor, Zone D,

Main Building, Whitehall, London SW1A 2HB.

**Email:** cio-dpa@mod.uk

The **MOD Information Rights Team will acknowledge your complaint within 5 working days and send you a full response within 20 working days.**

**If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO)** <https://ico.org.uk/global/contact-us/>

The MOD Personal information charter explains how we treat your personal information and contains the standards you can expect when we ask for, hold or share, your personal information. <https://www.gov.uk/government/organisations/ministry-of-defence/about/personal-information-charter>

**Further Information**

You can request the information in this Privacy Notice in hard copy by contacting us.

By telephone; Veterans (UK Only) Helpline 0808 1914 218 Overseas +441253 666043 or by emailing; Veterans-Uk@mod.gov.uk