

Personal information charter

Your rights

When the Home Office collects, holds, uses, or processes your personal information. You have a right to be told:

- what the data is being used for
- why we're legally able to process your data (also called the 'lawful basis for processing')
- how long we will keep your data
- who we will share it with
- whether it will be transferred or accessed outside the UK or EU, and what legal protection it will have
- who our Data Protection Officer is
- about any rights you have, including the right to access your information or to object to its being used
- about your right to complain to the Information Commissioner if you feel that your personal information has been mishandled

You are also entitled to have your personal information:

- protected and kept secure
- kept correct and up to date
- not used for reasons which differ with those for which it was collected
- kept only for as long as it is needed for the reason for which it was collected (unless it must be kept as part of the historic record)

Home Office privacy notices

Privacy notices explaining how specific Home Office services handle your information include:

- [Borders, immigration, and citizenship: privacy information notice](#) is a detailed privacy information statement about processing by UK Visa & Immigration and Border Force for the reasons of considering applications to enter and stay in the UK.
- [His Majesty's Passport Office privacy policy](#) is a detailed privacy information statement about the processing of personal data by His Majesty's Passport Office for the reasons of issuing passports.
- [Information rights privacy information notice](#) explains how we will process personal data when responding to an information request under the Freedom of Information Act 2000 (FOIA), an information request under the Environmental Information Regulations 2004 (EIR) or a data subject access request (SAR).

How to request details of what information we hold about you

We frequently review the information we hold about you and when the time is right, we will delete and destroy it. If you want more details, please contact us:

Information rights team,
Home Office, Seacole Building,
2 Marsham Street, London. SW1P 4DF.

Email info.access@homeoffice.gov.uk.

How to contact the Data Protection Officer (DPO)

The DPO:

- determines how and why personal data is processed
- is responsible for independent advice
- monitors the Home Office use of personal information

Contact the DPO:

- to get a copy of the personal information we have about you
- if you have any questions on how the Home Office handle your personal data
- if you have any worries about Home Office services

Email: dpo@homeoffice.gov.uk

Or write to:

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

Independent advice on data protection and privacy

Contact the Information Commissioner for independent advice about data protection, privacy, and data-sharing issues or to report a concern/raise a complaint if you have any worries about Home Office services.

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email casework@ico.org.uk

Tel 0303 123 1113

Textphone 01625 545860

Full personal information charter - long version

For further information please see our [full Home Office personal information charter](#).