



# Ministry of Justice

## REVIEW OF CIVIL LEGAL AID

The Ministry of Justice (MoJ) is committed to the protection and security of your personal information.

It is important that you read this notice so that you are aware of how and why we are using such information. This privacy notice describes how we collect and use personal information during and after your relationship with us, in accordance with data protection law. They will be updated regularly.

MoJ is the data controller for the personal data included in the responses to the call for evidence for the Review of Civil Legal Aid. That data will be collected and processed for the purpose of informing the Review's consideration of the civil legal aid system.

### **The type of personal data we process**

We currently collect and use the following information:

- **Name**
- **email address**
- **organisation**
- **any other information about you included in your submission such as job title and address.**

### **How we get your personal data and why we have it**

Most of the personal information we process is provided to us directly by you when you respond to the questions in the call for evidence of the Review of Civil Legal Aid. We use the personal data we receive in order to obtain opinions of members of the public and representatives of organisations on the area of Civil Legal Aid.

We intend to publish the responses to the call for evidence and this would be in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000, the UK General Data Protection Regulation, and the Environmental Information Regulations 2004).

Prior to publishing the responses, we may share this information with officials within other government departments in order to help develop policy. Where this is necessary, we will comply with all aspects of applicable laws.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to withdraw your consent at any time. You can do this by contacting the Review of Civil Legal Aid email address: [rocla@justice.gov.uk](mailto:rocla@justice.gov.uk)

(e) We need it to perform a public task.



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The legal bases on which the MoJ processes special categories of information you have provided, is on the basis of:

- Your explicit consent. You may withdraw your consent at any time by contacting the Review of Civil Legal Aid email address: [rocla@justice.gov.uk](mailto:rocla@justice.gov.uk)
- The substantial public interest in the MoJ. Personal data included in responses to the call for evidence will be processed to the extent necessary to carry out the Review of Civil Legal Aid. This will be in accordance with the lawful basis for processing set out in Article 6(1)(e) of the UK GDPR, necessary for performing a task in the public interest, and section 8 of the Data Protection Act 2018. The legal basis for processing your sensitive personal data is that it is necessary for reasons of substantial public interest.

## International Data Transfers

There are no international transfers.

## How we store your personal data

Responses will be retained in line with our retention schedules. Personal data is stored securely and in accordance with our [data retention schedules](#).

## Your Rights

- Your right of **access** - You have the right to ask us for copies of your personal information.
- Your right to **rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to **erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to **restriction** of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to **object** to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to **data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

Depending on the lawful basis on which your personal data is being processed, not all rights will apply.



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You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. If you wish to exercise your data protection rights please contact:

Offender and ex-offenders;  
Branston Registry  
Building 16, S & T Store  
Burton Road  
Branston  
Burton-on-Trent  
Staffordshire  
DE14 3EG

[data.access1@justice.gov.uk](mailto:data.access1@justice.gov.uk)

All others;  
Disclosure Team  
Post point 10.38  
102 Petty France  
London  
SW1H 9AJ

[data.access@justice.gov.uk](mailto:data.access@justice.gov.uk)

## **How to complain**

If you have any concerns about our use of your personal data, you can contact the MoJ data protection officer;

Data Protection Officer  
Ministry of Justice  
10<sup>th</sup> Floor, Post Point 10.31  
102 Petty France  
London  
SW1H 9AJ

[dpo@justice.gov.uk](mailto:dpo@justice.gov.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire



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Helpline number: 0303 123 1113  
ICO website: <https://www.ico.org.uk>