

Privacy Notice

MoJ Commercial – a directorate of the Ministry of Justice

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 process personal information for the purposes of managing our commercial processes and activities.

MoJ is the data controller for any personal data provided in relation to your quote, tender, contract management and payment activities.

The type of personal data we process includes, but is not limited to

- Name
- Contact details of bidders, their subcontractors, or staff
- Date of birth
- Bank details
- Criminal convictions (if you supply them) Special category data:
- Race or Ethnicity (Nationality)

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, but we may also obtain information from other sources such as other framework providers, customers / service users of suppliers, credit reference agencies, trade or market sector associations, regulators, other public bodies.

We use this information for the purposes of managing our commercial activities which include, but are not limited to:

- Supplier registration
- Market engagement / testing
- Request for information, quotes, and tenders
- Selection and evaluation
- Contract award and management
- Purchasing and payment
- Supplier relationship management
- Compliance with transparency obligations
- Anti-fraud processes
- Spend management and analytical processes
- Education, training, and development requirements

Who we share your personal data with

- The owners and viewers of Contracts Finder and Find a Tender Service, upon which MoJ is required to publish contract information (including the names and addresses of suppliers)
- Other organisations that are jointly procuring or managing a contract with us
- Cabinet Office and other government agencies (for reporting and analytical purposes regarding public spending)
- Internal and external auditors and inspectors
- Enforcers and Regulators

Legal basis for processing your personal data

We will process your personal data based on UK GDPR Article 6/1/(e) and (f):

- The processing is necessary for MoJ to perform a task in the public interest.
- The processing is necessary for MoJ in respects of legitimate interests, unless there is good reason to protect the individual's personal data which overrides those legitimate interests.

We will process your special category data based on UK GDPR Article 9/2/(g) and paragraph 6 of Schedule 1 of the DPA 2018:

Processing is necessary for reasons of substantial public interest involving statutory and government purposes.

The MoJ processes personal data, including special category personal data, in fulfilment of its statutory duties under the Public Contract Regulations 2015.

International Data Transfers

There are no international transfers.

How long we keep your personal data

We will retain data in accordance with our retention and disposal policies.

How we store your personal data

Your data is predominantly stored on our secure 'contract' platform and on our internal secure systems, both of which, conform to accredited UK cyber security protocols. We may also store some personal data in paper format in locked storage facilities.

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 – **only if we are processing your personal data under legitimate interest.**
- 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.

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

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:

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

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
10th Floor, Post Point 10.31
102 Petty France
London
SW1H 9AJ

dpo@justice.gov.uk

You can 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
SK9 5AF
Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>

Date of last review – December 2023