Personal Data

This document sets out to explain your rights and to give you the information you are entitled to under the Data Protection Act 2018: https://www.gov.uk/government/collections/data-protection-act-2018

Please note this refers to your personal data; examples of personal data are – name, address, DOB and anything which could be used to identify you personally.

MOD Data Controller and Data Protection Officer

The Ministry of Defence is acting as the data controller for all personal data held by Royal Navy Royal Marines Welfare.

The Ministry of Defence Data Protection Officer is located at MOD Main Building and can be contacted via:

MOD Data Protection Officer
Ground Floor, Zone D,
Main Building,
Whitehall,
London,
SW1A 2HB
cio-dpa@mod.gov.uk

Personal Data Collection and Processing

Your personal data is being collected to enable the Royal Navy Royal Marines Welfare (RNRMW) to deliver its primary objective of delivering a comprehensive, professional and confidential welfare support service responsive to the needs of individuals, families and the chain of command to maximise operational capability.

We may process your personal data for general statistical purposes, in this case the subject data will be anonymised. This data may be shared with third party providers; we process and record this statistical data to evidence the services we provide.

If you choose to give us your personal information to provide you with a welfare service, then this will be held and processed by RNRMW in accordance with the Data Protection Act 2018. RNRMW may also need to transfer your personal information to its agents or sub-contractors who will process it on the RNRMW's behalf.

The Data Protection Act 2018 states that, as a government department the Ministry of Defence process personal data as necessary for the effective performance of our duty to deliver a welfare service on behalf of the Royal Navy Royal Marines Welfare.

We collect and process personal information for the exercise of our own and associated public functions.
These include:

- To establish entitlements to benefits and services that we provide
- To maintain up to date records to enable us to deliver our military and defence functions
- Discharge our legal obligations as an employer
- Investigation of an offence, the prevention and detection of crime or prosecuting a crime
- To provide and administer security and intelligence matters
- To maintain and administer Her Majesty’s Armed Forces
- Administer and manage courts of law or tribunals and discharge of court business
- Promote and advertise our services
- Undertake statistical analysis to monitor performance and improve our services
- Assist in verifying your identity
- Fulfil other legal requirements

We may also ask you for different types of personal data, including but not limited to, biometric data defined as facial images, fingerprints and/or DNA.

**What personal information we hold on you.**

You have the right to be informed that we are processing your personal data. In most circumstances, we will let you know at the time the data is collected. In certain conditions for example where we are getting the data from a third party we inform you of this using a “privacy notice”.

If you want to find out what personal information the Ministry of Defence holds on you or you want to make any corrections, you can make a ‘subject access request (SAR) under the Data Protection Act 2018 (DPA 18).

If we hold information about you, we will:

- Give you a description of it
- Tell you why we are holding it
- Tell you who it could or has been disclosed to
- Let you have a copy of the information

Information about how to make a Subject Access Request (SAR) can be found here - https://www.gov.uk/government/publications/mod-subject-access-request-form

There are a small number of cases where we do not have to give you the information you have asked for. For example, if we are using data for the purposes of investigating, preventing or detecting crime, or apprehending or prosecuting offenders.

**Legal basis for processing your personal data**

DPA 18 and GDPR require organisations that hold personal data on a data subject to have a lawful basis for the processing of such data. The lawful basis for information held by RNRMW is:

- Public task - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

- Legal - In line with HM Government legislation, e.g. safeguarding and child protection
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- Vital Interests - the processing is necessary for you to protect someone’s life. This also covers staff who act in loco parentis.
- Consent - the individual has given clear consent for you to process their personal data for a specific purpose.

In accordance with the [Ministry of Defence’s departmental privacy notice](https://www.mod.uk/), we do not require your consent in respect the legal basis of performing a Public task, Legal and/or Vital Interests. For any other specific purpose, such will be fully explained to you and your consent sought by signing a consent form which will enable RNRMW to hold and/or share your personal information for such specific purposes only.

If you do not consent to RNRMW collecting or processing your personal data, we may not allow you access to the full range of support provided by us as a service.

**Sharing your personal data**

RNRMW may share your personal data with the following organisations where applicable:

<table>
<thead>
<tr>
<th>MOD Funded Organisations</th>
<th>Local Authorities and Social Services</th>
<th>Approved Partnership Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools</td>
<td>Organisations within MOD</td>
<td>Parents</td>
</tr>
<tr>
<td>Local Authority Youth Services</td>
<td>Counselling Organisations</td>
<td>Law Enforcement Agencies</td>
</tr>
<tr>
<td>Government Departments</td>
<td>Hospitals and/or Medical Professionals</td>
<td>Courts &amp; Judicial bodies</td>
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<tr>
<td>Accreditation Providers</td>
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We will only share personal information within our organisation or with other bodies if it would be compatible with the purpose for which we collected it, and/or where we need to, or are permitted to do so by law.

**Data retention period**

Royal Navy Royal Marines Welfare will hold onto your data in line with the law and this would not usually be for more than 7 years however, currently any data relating to children or safeguarding must be retained under the Historic Child Sexual Abuse Inquiry, more information can be found here - [https://www.iicsa.org.uk/](https://www.iicsa.org.uk/)

We will keep your data for as long as it is needed to provide you with a service or conduct out business in accordance with our functions. Wherever possible, you will be informed of the retention period at the time the data is collected. We may keep some data for longer in order to meet other legislative requirements, or to answer requests for information from ongoing or impending statutory inquiries.

After the retention period, has elapsed all data will be destroyed securely in line with MOD data destruction policy.

**Your rights**

Under Data Protection legislation you have the following individual rights with regards to your personal data:

- The right to be informed about the collection and use of your personal data
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- The right to access your personal data and supplementary information
- The right to have inaccurate personal data rectified, or completed if it is incomplete
- The right to erasure (to be forgotten) in certain circumstances
- The right to restrict processing in certain circumstances
- The right to object to processing in certain circumstances

Further information about your rights can be found on the ICO website.

Automated decision making

This data will not be used for any automated decision making.

How we store personal data

Digital data will be held securely via a Government IT system; physical hard copy data will be stored in a securely locked filing cabinet at a local RNRMW offices with restricted access, information audit forms will be kept to meet legislation requirements.

Any shared data will be held via the third party local IT systems and in-line with DPA18 and GDPR policies.

Training

All MOD staff are trained in the importance of protecting personal and other sensitive information. Anyone working with large volumes of personal data, receives more in-depth training and takes refresher training each year. Managers who have formal responsibilities for large datasets receive additional training.

How to complain

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact:

MOD Information Rights Team
Ground Floor, Zone D,
MOD Main Building,
Whitehall,
London SW12 2HB
Email: cio-dpa@mod.gov.uk

We aim to acknowledge your complaint within 5 working days and send you a full response within 20 working days. If we can’t respond fully in this time, we will write to you and inform you why.

You have the right to lodge a complaint with the Information Commissioner’s Office (ICO):

Information Commissioner’s Officer
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AL