

Royal Navy Recruiting Privacy Policy

The Royal Navy^[1], as part of the Ministry of Defence, is committed to protecting your privacy. When you contact us or share information with us, your personal data will be processed lawfully, fairly and securely as required by the Data Protection Act, General Data Protection Regulation, and Privacy and Electronic Communication Regulations. You have a right to be informed about how your personal data will be processed. We are required to provide 'fair processing information' whenever we obtain personal data.

This privacy policy explains

- What information the Royal Navy may collect about you
- How the Royal Navy uses this information – confirming both the purpose and legal basis for processing your personal data
- Your legal rights and our responsibilities as data controller
- Who will have access to your information
- How long your information may be stored on our systems
- The rights to withdraw consent, object or request the removal of personal data in specific circumstances
- The rights to access personal data or request the correction of inaccurate data
- Who to contact in the Royal Navy if you have any questions about this policy or the information we hold about you
- The right to lodge a complaint with the Information Commissioner
- How cookies are used on our websites and the options available to reject these

Changes to our privacy policy

We may update our privacy policy from time to time, so you may want to check the latest version before providing personal data to the Royal Navy^[2].

How we collect information

We collect personal information when you

- Register online, request information or submit an application through our websites
- Complete a printed form or questionnaire
- Contact us by phone, post, email or text message
- Use web chat to talk to a recruiter

In addition, information is automatically captured each time you visit our websites. We use cookies (as described above) and collect IP addresses (that can uniquely identify a specific computer or network device on the internet) to track visitors to our websites and prepare management reports.

What we do with this information

We use the personal information you provide to answer your requests for information, to process your applications to join the Royal Navy, and to make improvements to our websites.

^[1] In the context of this document the term Royal Navy encompasses the Royal Navy, Royal Marines, Royal Navy Reserves, Royal Marines Reserves and Royal Fleet Auxiliary.

^[2] This version was updated on 19 June 2018.

What are my rights?

Your legal rights, and our responsibilities as data controller, are dependent on the legal basis used to process your personal data.

If you register online or contact us to express an interest in the Royal Navy or Royal Navy jobs, your personal data will be processed on the basis of 'consent' until you decide to submit an application. We will ask for consent to process your personal data when you first contact us or complete a registration. This means you have a right to withdraw consent at any time prior to the submission of an application and may request the removal of your personal data if you are no longer interested in the Royal Navy or Royal Navy jobs.

If you submit an application to join the Royal Navy, your personal data will be processed as necessary for the MOD to perform its official duties. As a public authority, the MOD has chosen to use 'public task' as the legal basis for processing personal data related to the recruitment, training and administration of Service personnel in the Armed Forces. You may still object to direct marketing, or processing where it can be demonstrated that your rights and interests outweigh those of the MOD, but there is no absolute right to request the removal of your personal data.

Regardless of your level of involvement and the legal basis used to process your personal data, you have a right to be informed about how your information will be used. You also have a right to access your personal data, to request the rectification of any inaccuracies, and to be told about the use of automated decision making and profiling. These rights are described in more detail below.

Who will have access to your information

Your personal information may be handled by the companies we use as data processors to provide marketing services and to process your applications. These companies must comply strictly with our privacy policies that prohibit the use of personal data for their own business purposes. Your personal data will only be processed by organisations with data centres located in the European Union and will not be transferred to any third country outside the European Union. We will not share your information with other organisations outside the Ministry of Defence (unless we are required to do so by law).

If you apply to join the Royal Navy, your personal data may be shared with the Army or the RAF if you also apply to join these Services.

If you agree, the information contained in targeting cookies may be shared with other websites so the advertising displayed on these sites is more relevant to you. No personal data will be shared with other websites – only IP addresses, which identify a specific computer or network device.

How long do we keep your information?

Your information will be held on our systems for as long as necessary to answer your requests and maintain a dialogue with those individuals who remain interested in the Royal Navy and Royal Navy jobs.

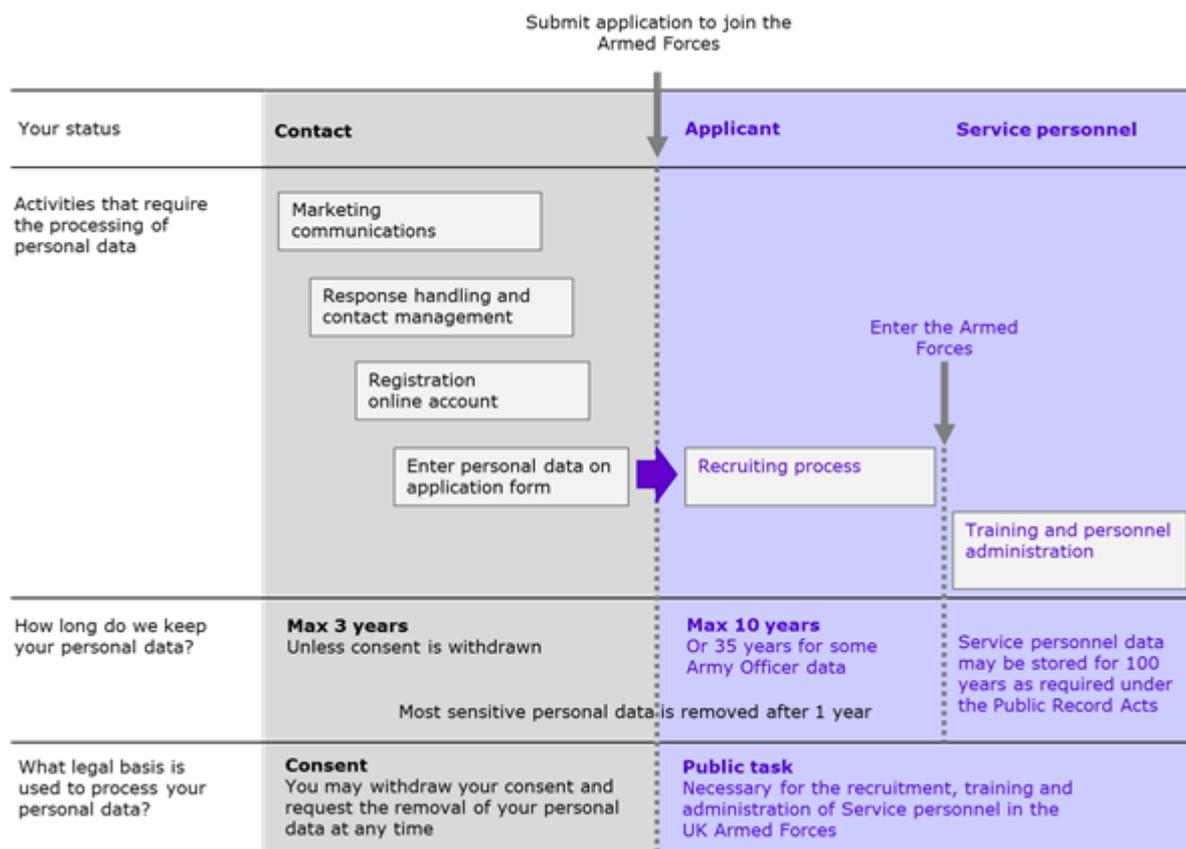
If you register an interest, but do not apply to join the Royal Navy, we will keep your personal data for no more than 3 years. This period starts on the day you last contacted the Royal Navy and is reset each time you log on to our website or contact us to request further information. You may withdraw your consent and request the removal of your personal data at any point before you submit an application.

If you apply to join the Royal Navy, but do not enter Service in the UK Armed Forces, we will keep your personal data for no more than 10 years (or 35 years if you attend an Army Officer

Selection Board). This will enable us to check the status and outcome of any previous application to join the UK Armed Forces. Any sensitive personal data will be removed after 1 year. This period only starts when all your applications to join the UK Armed Forces have become inactive and will be reset each time you log on to our website or contact us to request further information.

At the end of this period we will remove your personal information from our systems, or treat the data to remove any personal identifiers that could be used to identify you as an individual.

If you enter Service in the UK Armed Forces, some of your personal data will be retained for 100 years as required under the Public Record Acts.



Can I remove the information held in my online account?

Your online account is required to manage your current applications across the UK Armed Forces – including the Royal Navy, Army and RAF.

You can ask us to remove your account, but we can only do this if you have no active applications to join any Service in the UK Armed Forces.

You can delete an individual application and remove the personal data entered on your application form at any point before it is submitted.

You may contact us to withdraw a submitted application at any time but your personal data will continue to be held on our systems (as described above).

Will I be contacted by the Royal Navy for marketing purposes?

We will only contact or send information about the Royal Navy and Royal Navy jobs to those people who have given us explicit permission to do so.

We will only provide information that is relevant to you.

If you choose to receive marketing communications, you can tell us whether you want to be contacted by post, phone, email or text message.

You can withdraw your permission at any time and change these preferences whenever you contact us or by logging on to your account (if you have registered online).

If you submit an application to join the Royal Navy, we will contact you by the most appropriate means to follow-up and process your application.

Will the information be used to make automated decisions that affect me?

We may use the personal data you provide to make automated decisions that affect you – for example, to decide whether you are eligible to join the UK Armed Forces, or are suitable for a particular role.

We will inform you whenever we use personal data processed solely by automated means to make a decision that has a significant effect on you as an individual. In these cases, we will take reasonable steps to safeguard your legitimate rights and give you the opportunity to challenge any decision taken by automated means.

Advice for parents and young people

Many young people are interested in information about the Royal Navy. The privacy and security of their personal data is very important to us.

We encourage all parents to supervise their children's use of the internet and for young people to always seek permission from a parent/guardian before entering any personal data in any website.

We will not process or store personal data about children under 14 years and will not accept registrations or applications to join the Royal Navy from individuals under 14 years.

We ask everyone under 18 years to confirm that they have spoken to a parent/guardian about their interest in the Royal Navy and obtained their permission before registering or applying to join the Royal Navy.

We require anyone under 18 to provide a signed consent form from a parent/guardian before they attend a recruitment event – including meetings, briefings, information days and visits.

What information do we hold about you?

You can request a report detailing the personal information we hold about you. You may also ask us to rectify your personal data if this is incorrect.

What to do if you don't want us to contact you for marketing purposes

You can ask us not to contact you again for marketing purposes.

What to do if you object to processing and want us to remove your personal data

You may withdraw your consent and request the removal of your personal data at any point before you submit an application.

You may object to the processing of your personal data following the submission of an application.

Complaints related to the processing of personal data

You have a right to lodge a complaint with the Information Commissioner if you have a concern about how we are handling your information and your rights under the Data Protection Act and General Data Protection Regulation.

Data Protection

More information about data protection and your rights can be found on the Information Commissioner's Office website. ico.org.uk

Freedom of Information

More information about the Freedom of Information Act 2000, and the information made available to the public by the Ministry of Defence, can be found on the MOD pages on the GOV.UK website. www.foi.mod.uk

Contacting the Royal Navy about personal information

Please [use the form provided to] contact the Data Protection Officer, if you have any questions about this privacy policy or the information we hold about you.