



DATA PRIVACY NOTICE

Version 1: Dated 10 May 2018

Who we are

We are the Civil Justice Council (CJC), a non-departmental advisory body, which was established by the Civil Procedure Act 1997, to advise the Government and the Judiciary on the civil justice system in England and Wales.

The CJC is made up of members of the judiciary, the legal professions, academics and others who have an interest in the civil justice system. It is staffed by civil servants who form part of the Judicial Office. We are the data controller for your data. This means we decide how your personal data is processed and for what purposes.

What is the purpose of a privacy notice

A privacy notice sets out key information that it is essential for people to know before they provide information to an organisation.

Our right to change our Privacy Notice

We may make changes to our Privacy Notice from time to time. When we do so we will place our changed Privacy Notice **on the CJC's website:**<https://www.judiciary.gov.uk/related-offices-and-bodies/advisory-bodies/cjc/>. We will make clear any changes we have made to our changed Privacy Notice. We will always put the date and version of our Privacy Notice in its heading so that you can easily find this information

What is your personal data?

Personal data is any information about a living individual that can be used to identify them. It includes identifiers such as Name, Date of Birth, Personal characteristics such as gender and ethnic group, qualifications and absence information.

It may also include what are known as **special categories of personal data**. This is information concerning: racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic or biometric data, health data, data concerning your sex life or sexual orientation.

Identification can be by the information alone or in conjunction with any other information in our possession or likely to come into our possession.

What do we mean by processing?

The processing of personal data is governed by the General Data Protection Regulation (the GDPR) and by the Data Protection Act 2018. When we refer to processing we mean any activity we perform on or with your personal data such as collection, storage, adaptation, or other use.

How do we process your personal data?

We will process your data in accordance with the GDPR and Data Protection Act 2018. This means we will keep personal data up to date; store and destroy it securely; not collect or retain excessive amounts of data; protect it from loss, misuse, unauthorised access and disclosure; and ensure that appropriate technical measures are in place to protect personal data.

How we use your personal data

We use your personal data for the following purposes:

- *Members of and applicants to the CJC* – we collect and store personal data of members including name, address, e-mail address, and details supplied with application forms/CVs. We also ask members to complete a register of interests form, and the results of this are made public. This information is only used for the purposes of contacting members (after its use in the initial recruitment process). We will check with members before making any personal data available to others – for example if asked to provide a speaker’s biography for a conference.
- *Members of CJC working groups* - we collect and store personal data of working group members including name, address, e-mail address, and details supplied if the person has applied to be a working group member. This information is only used for the purposes of contacting working group members.
- *Attendees of CJC conferences/seminars/events* - we collect and store personal data of those asking to attend CJC events including name, address, e-mail address, and details

supplied with acceptances or requests to attend events. This information is only used for the purposes of contacting attendees about events or other CJC activities (e.g. calls for written evidence on civil justice topics)

- *Correspondents* – we will retain for a certain period any personal data accompanying written or other communications with the CJC. This information is only used for the purposes of responding to correspondents, and potentially for notifying them of other CJC activities (e.g. events on a topic known to be of interest to them).
- *Website usage* – we may also collect data about visitors to the CJC website, but this will not identify you and is simply to monitor the use of the website.

Sharing your personal data

We will share some of your personal data with the Ministry of Justice.

We will not share information about your data with third parties without your consent unless where we are under a legal obligation to do so, for example with HRMC and the police.

On what basis do we process your personal data?

We will only use and process your personal data when and how the law allows us to.

The law allows us to process your information where it is necessary for us to do so in the performance of a task carried out in the public interest.

The law also allows us to process your data with your **explicit consent**. Where we do so we will ask you for that consent before we process your data. You are under no obligation to give consent if we ask for it. **If you give consent you may withdraw it at any time.**

Where the processing of special categories of personal data is concerned we may process it either with your explicit consent.

We will also ensure that we process your personal data:

- fairly and proportionately;
- in line with any current guidance and other publications of the Information Commissioner;
- only in ways that are relevant for the purposes for which it is to be used;
- accurately, so that it is complete, up to date, and kept up to date;

- so that it is kept for no longer than is necessary for its declared purpose;
- held in your full knowledge;
- protected by reasonable security safeguards against such risks as loss or unauthorised access, destruction, use, modification or disclosure of data.

Further processing

We may wish to use and process your personal data for a new purpose not set out in this Privacy Notice. Should we do so we will contact you to let you know about how we wish to use your personal data and where necessary we will seek your prior explicit consent to the new processing.

Third Party websites

Our website may sometimes contains links to third party websites. These will have their own privacy policies, and you should check these before submitting any personal data to them.

Children

We believe strongly in protecting the privacy of children. We do not knowingly collect or store personal information from persons under 13 years of age. We will take appropriate steps to delete any personal information of persons less than 13 years of age.

Security

The security of your Personal Data is very important to us. We will ensure that we have in place appropriate technical and organisational measures to prevent unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to Personal Data

Use of your information

Where organisations or individuals submit evidence to the C JC we may publish that material, but we will always make clear whether we intend to do so, and check with you that we may publish material.

Storage and Restriction of Access to Personal Data

All personal data is stored on our secure servers, and only accessible to members of staff for specific and legitimate purposes.

Your rights and your personal data – the subject information rights

Unless subject to an exemption, in respect of your personal data you have a number of subject information rights. These are:

- the right to request a copy of your personal data which we hold about you;
- the right to request that we correct any personal data if it is found to be inaccurate or out of date;
- the right to request your personal data is erased where it is no longer necessary for us to retain such data;
- the right to withdraw your consent to the processing of sensitive information at any time;
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- the right to lodge a complaint with the Information Commissioner's Office.

You can request a copy of the information that we hold about you at any time by contacting us at: cjc@judiciary.gsi.gov.uk

Exemptions from your subject information rights in respect of your personal data

In some circumstances your personal data is exempt from the subject information rights. More information can be found here:

<https://ico.org.uk/for-organisations/guide-to-data-protection/exemptions/>

Updating your personal information

You can update your personal data by contacting us at: cjc@judiciary.gsi.gov.uk

Retention and Destruction of Personal Data

Your personal data will not be kept longer than it is necessary. Personnel files, both electronic and paper, will be destroyed in line with the CJC's Record Retention and Disposition Schedule, a copy of which can be accessed here:

<https://www.judiciary.gov.uk/wp-content/uploads/2018/05/cjc-retention-schedule.pdf>

Contact details and further information

Please contact us if you have any questions or concerns about this Privacy Notice or how we handle personal data. We can be contacted on:

e-mail - cjc@judiciary.gsi.gov.uk

Address – The Civil Justice Council
Room E205
Royal Courts of Justice
Strand
London WC2A 2LL

You may also contact our **Data Protection Officer**:

Data Protection Officer
Ministry of Justice
Information Operations Directorate
10th Floor, 102 Petty France,
London, SW1H 9AJ

Contact e:mail address. data.compliance@justice.gsi.gov.uk

Further information on the protection of data can also be found on the Information Commissioner's Office website <https://ico.org.uk/for-organisations/guide-to-data-protection>

Complaints

When we ask you for information, we will keep to the law. If you consider that your information has been handled incorrectly, you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

www.ico.org.uk