



## **DATA PRIVACY NOTICE**

**Version 1: Dated 25 May 2018**

### **Who we are**

We are the Family Justice Council (FJC), a non-departmental advisory body, which was established by the Lord Chancellor in 2004 to promote interdisciplinary co-operation and best practice and to advise the Government on the family justice system in England and Wales.

The FJC is made up of members of the judiciary, the legal professions, academics and others who have an interest in the family 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 FJC's website: <https://www.judiciary.gov.uk/related-offices-and-bodies/advisory-bodies/fjc/>. 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 FJC* – we collect and store personal data of applicants and members including name, address, e-mail address, and details supplied with application forms/CVs. The above information will be shared with the Ministry of Justice for the purposes of security clearance checks. After the initial recruitment process, the information is used only for the purposes of contacting members. 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. We also hold *special categories of personal data*: Register of Interests and Political Activity Declarations. This is necessary for reasons of substantial public interest i.e. to ensure there is no actual or perceived conflict of interests with the work of the FJC. If appointed, the member’s Register of Interests only is made public on the FJC website.
- *Members of FJC working groups* - we collect and store personal data of working group members including name, address, e-mail address. This information is used only for the purposes of contacting working group members.

- *Attendees of FJC conferences/seminars/events* - we collect and store personal data of those asking to attend FJC events including name, address, e-mail address, and details supplied with acceptances or requests to attend events. This information is used only for the purposes of contacting attendees about events or other FJC activities.
- *Correspondents* – we will retain for a certain period any personal data accompanying written or other communications with the FJC. This information is used only for the purposes of responding to correspondents, and potentially for notifying them of other FJC 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 FJC website, but this will not identify you and is simply to monitor the use of the website.

### **Sharing your personal data**

Some personal data will be shared with the Ministry of Justice (e.g. appointments to the FJC and some Freedom of Information requests).

We will not share information about your data with any other third parties without your consent unless where we are under a legal obligation to do so.

### **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 personal data as it is necessary for us to do so in the public interest and further to official authority. The public interest is the proper administration of justice.

The law also allows us to process your data with your **explicit consent**. Where we need to 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.**

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 contain 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 FJC, 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: [fjc@justice.gsi.gov.uk](mailto:fjc@justice.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: [fjc@justice.gsi.gov.uk](mailto:fjc@justice.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 FJC's Record Retention and Disposition Schedule, a copy of which can be obtained from [fjc@justice.gsi.gov.uk](mailto:fjc@justice.gsi.gov.uk)

### **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 at:

*E-mail:* [fjc@justice.gsi.gov.uk](mailto:fjc@justice.gsi.gov.uk)

*Address:* The Family Justice Council  
11<sup>th</sup> floor, Thomas More Building  
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  
10<sup>th</sup> Floor, 102 Petty France,  
London  
SW1H 9AJ

Contact e-mail address. [data.compliance@justice.gsi.gov.uk](mailto: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](http://www.ico.org.uk)