UK Defence Standardization Privacy Notice

**Purpose of this document**

The following is to explain your rights and to give you information you are entitled to under the Data Protection legislation.

This Privacy Notice applies to users of the UK Defence Standardization, Standardization Management Information System (StanMIS). It is important that you read this notice, together with the MOD Privacy Notice, provided on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

**Data protection principles**

We will comply with the data protection principles under the data protection legislation. This says that the personal information we hold about you must be:

* used lawfully, fairly and in a transparent way
* collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
* relevant to the purposes we have told you about and limited only to those purposes
* accurate and kept up to date
* kept only as long as necessary for the purposes we have told you about
* kept securely

**The identity and contact details of Ministry of Defence (MOD) Data Controller and Data Protection Officer**

The Ministry of Defence is the data controller. The contact detail is MOD Main Building, Whitehall, London SW1A 2HB

The MOD Data Protection Officer can be contacted at:

MOD Data Protection Officer

Ground floor, zone D

Main Building

Whitehall

London

SW1A 2HB

Email address: cio-dpa@mod.gov.uk

**The kind of information we hold about you**

Personal data, or personal information refers to any information about individuals from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We collect, store, and use the following categories of personal information about you:

* personal contact for example: name, title, addresses, telephone numbers, and email addresses
* work position, project and committee involvement

**How we collect or process your data**

We collect your personal data through the StanMIS application registration process.

**Our legal basis for processing your personal data**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

* where it is in the public interest to do so; or for official purposes; or in the exercise of a function of the Crown, a minister of the Crown or GLD as a government department
* where it is necessary for the purposes of the legitimate interests pursued by MOD or by a third party
* where we need to comply with a legal obligation
* where we have your informed consent

**Why are we collecting or processing your data**

We need all the categories of information; to enable us to comply with other legal obligations, to carry out our functions as a government department/functions of the Crown; or where it is necessary to do so in the public interest. The situations in which we will process your personal information are listed below:

* progressing your registration request to use our StanMIS application
* provide standardization management services through our StanMIS application
* deliver StanMIS generated or targeted standardization management related emails generated through our SENSYS Stakeholder Management tool.
* to conduct data analytics studies to review and better understand your use of our application
* to promote and advertise standardization services
* for Defence Standardization survey participation

Some of the purposes will overlap and there can be several grounds which justify our use of your personal information.

**If you fail to provide personal information**

If you fail to provide certain personal information when requested, we will not be able to process your StanMIS registration.

**Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated or new purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we will if necessary process your personal information without your knowledge or consent, in compliance with the above rules, where this is required and permitted by law.

**Do we need your consent?**

In limited circumstances, if the need arises, we will approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

**Automated decision making**

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in the following circumstances:

* during our registration process within which all requests for a Standard User account will be automatically processed.

All other user account requests will not use an automated decision making process.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision making, unless we have a lawful basis for doing so and we have notified you.

**How we store personal data**

Your personal data will be stored in a secure government approved Information Technology systems. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed.

In addition, we limit access to your personal information to only MOD personnel, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions. **Details of these measures are available upon request from MOD Data Protection Advisors.**

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure, in a contractual arrangement.

We have put in place procedures to deal with any suspected data security breach and will notify you and the Information Commissioner’s Office (ICO) of a suspected breach where we are legally required to do so.

**Sharing your personal data**

With regards to the data processed in support of the UK Defence Standardization activities and specifically the administration and management of the StanMIS application and the SENSYS Stakeholder Management application, we will only ever share data processed in support of the stated activities with a third party to provide standardization management services through our StanMIS application, where there is a legal requirement to do so, where it is necessary to administer the working relationship with you; where it is in the public interest to do so, where it is necessary for the performance of our functions as a government department or a function of the Crown or to include the application developer for administration and development purposes only. This may, in some circumstances, involve sharing special categories of personal data (if processed) and, where relevant, data about criminal convictions/allegations.

For personal data processed OUTSIDE of the activities stated above, please refer to the MOD Privacy Notice.

**For how long we will keep the personal data, or criteria used to determine the retention period**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Our Defence records management policy and procedures [JSP 441](https://www.gov.uk/government/publications/jsp-441-defence-records-management-policy-and-procedures--2) is available online.

After the retention period has elapsed, all data will be destroyed securely in line with MOD data destruction policy. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorized use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

**Duty to inform**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us, alternatively you can access your own personal data management within the StanMIS User Management area.

**SENSYS Stakeholder Management**

We would like to send you targeted Standardization Management information through our SENSYS Stakeholder Management application and we will process your personal data to manage this.

You have the right at any time to stop receiving SENSYS generated email communications and this can be achieved by contacting the Point of Contact for your communication and requesting that you be un-subscribed.

**Your rights**

Under certain circumstances, by law, you have the right to:

* **Request access** to your personal information (commonly known as a "data subject access request" (SAR)). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

If you want to find out if MOD or any of our agencies hold any personal information about you, or want to make any corrections, you can make a ‘subject access request’ (SAR) under the Data Protection legislation. this will include any data processed in support of the UK Defence Standardisation activity, and we will:

-              give you a description of it

-              tell you why we are holding it

-              tell you to whom it has, or will be disclosed,

-              let you have a copy of the information in a form that is as clear and understandable
 as possible.

(for details of what will be provided in terms of ALL personal data processed by MOD, not just that held in support of the UK Standardisation activity, please refer to the MOD Privacy Notice).

Please be as specific as you can about the information you want. Information about how to make a SAR application see our guide on [Requests for personal data and service records](https://www.gov.uk/government/collections/requests-for-personal-data-and-service-records).

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 where to do so would be likely to prejudice those purposes. In cases where it is known the police are investigating, or prosecuting offences, we will ask for their view on whether providing you with the information would prejudice their activities.

* **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
* **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing.
* **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
* **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
* **Request the transfer of your personal information** to allows you to obtain and reuse your personal data for your own purposes across different services.

If you want to verify, correct, or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please make a request in writing to ISS-DataSubjectRights@mod.gov.uk.

Guidance is also available on [Data Protection: rights for data subjects page](https://www.gov.uk/government/publications/data-protection-rights-for-data-subjects).

* **Right to withdraw consent** - In the limited circumstances where you have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

To withdraw your consent, please contact ISS-DataSubjectRights@mod.gov.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

**No fee usually required**

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we are allowed under the law to charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we can refuse to comply with the request in such circumstances.

**What we need from you**

To comply with your request, we sometimes need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Further information can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

**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 Data Protection Officer

Ground floor, zone D
Main Building
Whitehall
London
SW1A 2HB

Email: cio-dpa@mod.gov.uk

We will 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 and let you know why and tell you when you should get a full response.

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):

Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Tel: 0303 123 1113 Email: casework@ico.org.uk

Website: <https://ico.org.uk/global/contact-us/>

**Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We will also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please raise an enquiry on the StanMIS Help Centre, which can be found here:

StanMIS MOD: <http://stanmis.gateway.isg-r.r.mil.uk/Faq>

StanMIS Public: <https://www.dstan.mod.uk/StanMIS/Faq>