

# Privacy

This privacy notice explains what the Ministry of Justice (MOJ) means when we talk about personal data, why we ask for this information about you and what we do with it when you use the First-tier Tribunal (Immigration and Asylum Chamber) service.

It also explains how we store your data, how you can get a copy of the information we've collected about you and how you can complain if you think we've done something wrong.

## Who manages this service

The First-tier Tribunal (Immigration and Asylum Chamber) service is managed by Her Majesty's Courts and Tribunal Service (HMCTS) which is an Executive Agency of the Ministry of Justice (MOJ).

The MOJ works with other organisations to deliver the service.

You should read this privacy notice alongside the [MOJ personal information charter](#), which sets out how you can request a copy of your personal data, which provides more information about the use of your personal data.

HMCTS is the data controller for the personal data collected by First-tier Tribunal (Immigration and Asylum Chamber).

## When we ask for personal data

Whenever we ask for information about you, we promise to:

- always let you know why we need it
- ask for relevant personal information only
- make sure we do not keep it longer than needed
- keep your information safe and make sure nobody can access it unless authorised to do so
- only share your data with other organisations for legitimate purposes

- consider any request you make to correct or delete your personal data

We also promise to make it easy for you to:

- tell us at any time if you want us to stop storing your personal data
- make a complaint to the supervisory authority

## **The personal data we collect**

We only collect personal data that you directly provide with your application.

We only collect the information we need to deliver this service to you. The personal data collected includes:

- personal information about you, and in respect of the details of your appeal
- your claim for associated expenses including details of how you would like to be paid

We use [cookies](#) to collect data that tells us about how the service is used, including:

- your computer, phone or tablet's IP address
- the region or town where you are using your computer, phone or tablet
- the operating system and web browser you use

This information is not used to identify you personally.

## **Why we collect your personal data**

We collect data to allow you to appeal First-tier Tribunal (Immigration and Asylum Chamber) decisions. Both the online form and the PDF application form collect the same types of personal data. The processing of your personal data is necessary for the administration of justice and legal claims. This is part of the work we do.

Use of the online or PDF form is voluntary. If you do not provide all the information we ask for, we may not be able to process your application.

Please note that transmitting information over the internet is generally not completely secure, and MOJ can't guarantee the security of your data. Any data you transmit is at your own risk. MOJ have procedures and security features in place to keep your data secure once we receive it.

## **Sharing your personal data**

The information you provide will be shared with other Government Departments to process your application.

MOJ shares your application details with the Home Office. The Home Office will check your application against any First-tier Tribunal (Immigration and Asylum Chamber) refusals that have already been made.

We may also use your contact information to ask for feedback on using the service, but only when you have given your consent for us to do so.

We'll never share your information with other organisations for marketing, market research or commercial purposes.

## **Keeping your personal data**

To protect your personal information, any data you enter as you progress through the online form is held temporarily and securely until you submit your application, after which your application cannot be viewed or modified further online.

MOJ will keep your data for 3 months from the date the application is submitted.

All deleted data will be destroyed securely and confidentially.

## **How we use your personal data**

Your online submission will be sent from the online form to MOJ via encrypted folders.

When you submit details using the online form, we use your email address to send you a confirmation email. This system processes emails only within the European Economic Area until the point where emails are handed over to the email provider you use.

## **How we store your personal data**

MOJ takes data security very seriously and takes every step to ensure that your data remains private and secure. All data collected by this service is stored in a secure database kept entirely within the European Economic Area (EEA).

Your application will only be accessible to MOJ staff who require access to process applications.

If you apply by sending the completed PDF form by email, MOJ will store your PDF application within a secure digital system. MOJ may monitor and store both your incoming and outgoing emails. MOJ may also use blocking software.

If you apply by post, MOJ will record your application data within a secure digital system. MOJ may also retain original hard-copies of information submitted by you. This must be stored in a locked filing cabinet. Digital copies of letters may be scanned and stored.

## **Your rights**

You can ask:

- to see the personal data that we hold on you
- to have the personal data corrected
- to have the personal data removed or deleted (this will depend on the circumstances, for example if you decide not to continue your application)

If you want to see the personal data that we hold on you, you can make a [subject access request](#).

Write to us at:

Disclosure Team,

Post point 10.38,

102 Petty France,

London,

SW1H 9AJ

[data.access@justice.gov.uk](mailto:data.access@justice.gov.uk)

## Getting more information

You can get more details on:

- agreements we have with other organisations for sharing information
- when we can pass on personal information without telling you, for example, to help with the prevention or detection of crime or to produce anonymised statistics
- instructions we give to staff on how to collect, use or delete your personal information
- how we check that the information we have is accurate and up-to-date
- how to make a complaint

For more information, please contact the MOJ data protection officer at:

102 Petty France

London

SW1H 9AJ

[data.compliance@justice.gov.uk](mailto:data.compliance@justice.gov.uk)

# Making a complaint

When we ask you for information, we will keep to the law. If you think that your information has not been handled correctly, you can contact the Information Commissioner for independent advice about data protection on the address below:

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)