**MoJ Privacy Notice**

**LAA (Legal Aid Agency) – E-Tendering Process**

The Ministry of Justice (MoJ) is committed to the protection and security of your personal information.

It is important that you read this notice so that you are aware of how and why we are using such information. This privacy notice describes how we collect and use personal information during and after your relationship with us, in accordance with data protection law. They will be updated regularly.

**Legal Aid Agency** is an Executive Agency of the MoJ. MoJ is the data controller for the personal data used for the purposes of providing Legal Aid advice services under the Legal Aid Sentencing and Punishment of Offenders Act 2013. We use E-Tendering to enable us to deliver these public service contracts.

**The type of personal data we process**

We currently may collect and use the following information:

Full name, address, contact details, date of birth and criminal convictions

We also collect special categories of information

* race or ethnicity

**How we get your personal data and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* Tendering a contract
* During the course of completing a contract

We use the personal data we receive to:

* Assure ourselves you are fit to practice law and to enable us to complete the contract process if your tender is successful.

We do not share this information with anyone outside of the MoJ.

We are processing your personal data under the lawful purpose Public Task, as it is our public duty to ensure all individuals get fair and adequate legal representation.

The legal bases on which the MoJ processes special categories of information you have provided, is based on:

* The processing being necessary for the establishment, exercise, or defence of legal claims.

**International Data Transfers**

There are no international transfers

**How we store your personal data**

Unsuccessful tenders are retained for one year following completion of the tender process. Successful tenders are retained for 6 years following completion of the contract.

Your data is stored securely on our contract and e-tendering platforms. Some data is stored securely on our internal systems, to allow transfer, between these platforms.

**Your Rights**

* Your right of **access** - You have the right to ask us for copies of your personal information.
* Your right to **rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
* Your right to **restriction** of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
* Your right to **object** to processing - You have the right to object to the processing of your personal information in certain circumstances.

Depending on the lawful basis on which your personal data is being processed, not all rights will apply.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you If you wish to exercise your data protection rights please contact:

Offender and ex-offenders;

Branston Registry
Building 16, S & T Store
Burton Road
Branston
Burton-on-Trent
Staffordshire
DE14 3EG

data.access1@justice.gov.uk

All others;

Disclosure Team

Post point 10.38

102 Petty France

London

SW1H 9AJ

data.access@justice.gov.uk

**How to complain**

If you have any concerns about our use of your personal data, you can contact the MoJ data protection officer;

Data Protection Officer

Ministry of Justice

10th Floor, Post Point 10.31

102 Petty France

London

SW1H 9AJ

dpo@justice.gov.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

**Date of last review**