



Home Office

Privacy Information Notice (PIN)

General Processing (UK GDPR & Part 2, Data Protection Act 2018)

National Day for Victims and Survivors of Terrorism Consultation

National Day for Victims and Survivors of Terrorism consultation

This Privacy Information Notice (PIN) tells you how the Home Office will hold and process the personal information you provide when submitting your response to the National Day for Victims and Survivors of Terrorism consultation via email. The Home Office is the 'Controller' of this information. All personal data will be processed by the Home Office.

Details of the Department's Data Protection Officer can be found at

<https://www.gov.uk/government/organisations/home-office/about/personal-information-charter>

This PIN tells you:

1. Why the HO is collecting and processing your personal information or data
2. The HO's legal duties under the UK General Data Protection Regulations and the Data Protection Act 2018
3. The lawful basis for processing your personal information or data
4. How the HO will collect your personal information or data
5. What personal information or data will be collected
6. How your personal information or data will be stored
7. How we will use your personal information or data and whether any third parties will receive your personal information or data
8. What rights you have (as the data subject)
9. How we review our PINs
10. How to contact the Home Office or raise a complaint

1. Why is the Home Office collecting and processing your personal information or data?

The Home Office's Victims of Terrorism Unit has established this consultation to understand public support for a National Day and explore how a National Day for Victims and Survivors of Terrorism should be commemorated. This consultation is open to the public and we encourage anyone impacted by terrorism and individuals or organisations with an interest in victims of terrorism to take part.

The consultation seeks views on the reasons to support or not support a National Day. The consultation also allows the opportunity for respondents to share their opinion on key aspects of a National Day such as a potential name, date and the ways the day could be commemorated. We welcome responses from anyone in the United Kingdom who has been impacted by domestic and overseas terror attacks, or those with an interest in the areas being consulted on within this consultation.

Members of the public are asked to respond to the consultation via an online survey. However, in exceptional circumstances, you may request to complete a Word document version of the survey. The Word document includes the same set of consultation questions as the online survey. No personal data is requested as part of this set of questions.

Members of the public will be required to email the Home Office to request the Word document version of the survey. Completed Word documents will then need to be returned to the Home Office via email. This means your email address will be collected twice (once when requesting and once when returning the Word document). It also means your email address will be attached to your consultation response. Email addresses count as personal data.

By requesting and returning the Word document via email, you are agreeing to your personal data (email address) being collected and processed by the Home Office.

2. What are the Home Office's legal duties?

Under the UK General Data Protection Regulations and the Data Protection Acts 2018, the Home Office has a legal duty to protect any information we collect from you or have about you from other sources.

3. What is the lawful basis for processing your personal data?

The Home Office is only allowed to use, gather and share personal information where there is an appropriate legal basis to do so under the UK General Data Protection Regulations (UK GDPR) or the Data Protection Act 2018. The Home Office collects and processes personal information to fulfil its legal and official functions.

The legal basis for the processing of your data will be Article 6(1)(e) of the UK GDPR – that is, that the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

More information about the ways in which the Home Office may use your personal information, including the purposes for which we use it, the legal basis, and who your

information may be shared with can be found at [Personal information charter - Home Office - GOV.UK \(www.gov.uk\)](#)

4. How will we collect your personal information or data?

The Home Office will collect personal data from you when you request and return your completed Word document via email.

5. What personal information or data will be collected?

The personal data collected by the Home Office will be your email address, which will be collected by default. Email addresses will be collected twice (once when requesting and once when returning the Word document).

No further personal data will be collected as part of the consultation. You should not include any personally identifiable information in your response.

6. How will your personal information or data be stored and how long will it be stored for?

The Home Office will respond to emails requesting the Word document version of the survey and then delete them immediately.

Once completed Word documents are received by the Home Office, they will be separated from the email address and saved as anonymous data. Email addresses will be deleted immediately.

This means your personal data will not be stored.

7. How do we use your personal information or data?

Email addresses will be deleted immediately. All survey responses will be screened and, where needed, personally identifiable information will be redacted. The anonymous data will then be shared with Verian (a third party) and their processor (Bright Marketing Research 'BMR') for processing and analysis. Details of Verian's privacy policy can be found [by clicking here](#).

Your personal data will not be shared with any third party or used by the Home Office in any way.

8. What rights do you have (as the data subject)?

You have the right to request access to the personal information the Home Office holds about you. Details of how to make the request can be found at [Personal information charter - Home Office - GOV.UK \(www.gov.uk\)](#)

Under data protection law, you have certain rights depending on our reason for processing your personal information, including:

<p>Your Right of Access</p>	<ul style="list-style-type: none"> You have the right to access your personal data. This is commonly referred to as subject access request. This can be made verbally or in writing. We will respond to you within one calendar month. The contact for responding to Data Subject Right requests for the Home Office is HOHQ SAR@homeoffice.gov.uk. In any subject access requests, please make clear that the request is in relation to the National Day for Victims and Survivors of Terrorism consultation.
<p>Your Right of Rectification</p>	<ul style="list-style-type: none"> You have the right for inaccurate personal data to be rectified or completed if it is incomplete. The contact for exercising your Right to Rectification is HOHQ SAR@homeoffice.gov.uk. This can be made verbally or in writing. We will respond to you within one calendar month. In any requests, please make clear that the request is in relation to the National Day for Victims and Survivors of Terrorism consultation.
<p>Your Right to Restrict Processing</p>	<ul style="list-style-type: none"> You have the right to request the restriction or suppression of your personal data. The contact for exercising Data Subject Right to Restrict Processing is Home Office's Data Protection Officer at the Office of the Data Protection Officer HOHQ SAR@homeoffice.gov.uk. This can be made verbally or in writing. We will respond to you within one calendar month. In any requests, please make clear that the request is in relation to the National Day for Victims and Survivors of Terrorism consultation.
<p>Your Right to Object to processing</p>	<ul style="list-style-type: none"> You have the right to object to the processing of your personal data in certain circumstances. The contact for exercising Data Subject Right to Object to Processing is Home Office's Data Protection Officer at the Office of the Data Protection Officer HOHQ SAR@homeoffice.gov.uk. This can be made verbally or in writing. Objections will be considered on a case-by-case basis. We will respond to you within one calendar month. In any requests, please make clear that the request is in relation to the National Day for Victims and Survivors of Terrorism consultation.

In certain circumstances you have the right to:

1. Object to and restrict the use of your personal information, or to ask to have your data deleted, or corrected,
2. Where you have explicitly consented to the use of your personal data and that is the lawful basis for processing, the right to withdraw your consent to the processing of your data and the right to data portability (where processing is carried out by automated means).

9. Reviewing the Privacy Information Notice

We regularly review our Privacy Information Notices to make sure they are up to date.

10. How can you find out more or raise or complaint?

If you need more information on how your personal information will be processed, please email: VTUconsultation@homeoffice.gov.uk

For further information on the personal information we collect and process in the Home Office, please see the Home Office's Personal Information Charter:

<https://www.gov.uk/government/organisations/home-office/about/personal-information-charter>

Alternatively, you can contact the Home Office's Data Protection Officer at the Office of the Data Protection Officer:

Office of the DPO,
Peel Building,
2 Marsham Street,
London.
SW1P 4DF
Email: DPO@homeoffice.gov.uk

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, you have the right to complain to the Information Commissioner's Office (ICO) via their helpline on 0303 123 1113. The ICO is the UK's independent body set up to uphold information rights. Part of the ICO's role is to improve the information rights practices of organisations by gathering and dealing with concerns raised by members of the public.