

Ministry of Defence Police Information Charter

We need to handle personal information about you, members of the Defence Community (serving members of the Armed Forces, veterans, current and past civil servants, Defence Contractors, visitors to MOD establishments and potential recruits) and your families, so that we can provide a service for you and administer the Department efficiently. Police officers use information to combat crime and security risks faced by the Ministry of Defence, the Armed Forces and the wider Defence Community. This Charter lays out how we look after that information.

When we ask you for personal information, we undertake:

- To make sure you know why we need it
- To only ask for what we need, and not to collect too much or irrelevant information
- To protect it and make sure nobody has access to it who shouldn't
- To make sure our staff who handle personal data are appropriately trained
- To let you know if and where we share it with other organisations and if you are able to say no
- To make sure we don't keep it longer than necessary and
- Not to make your personal information available for commercial use without your permission.

In return, we ask you to:

- Give us accurate information and
- Tell us as soon as possible if there are any changes to your data such as a new address

This helps us to keep your information accurate and relevant.

You can get more details on:

- How to find out what information we hold about you and how to ask us to correct any mistakes
- Agreements we have with other organisations for sharing information
- Circumstances where we keep and/or pass on your personal information without telling you, (for example, to prevent and detect crime, to prosecute or apprehend offenders, to maintain National Security and Public Safety, or to produce anonymous statistics)
- Our instructions to staff on how to collect, use and delete your personal information
- How to check the information we hold is accurate and up-to-date and
- How to make a complaint

FOR MORE INFORMATION, PLEASE CONTACT:

The Data Protection Team
Room 126, Building 1070
MDP Wethersfield
Braintree
Essex
CM7 4AZ
Telephone: 01371 854264

When we ask for information, we will keep to the law, including the Data Protection Act 1998.

For independent advice about data protection, privacy and data-sharing issues, you can contact the Information Commissioner at:

Wycliffe House
Water Lane
Wimslow
Cheshire
SK9 5AF

Phone: 08456 30 60 60 or 01625 54 57 45
Fax: 01625 524510
Website: <http://www.ico.org.uk>