**Attorney General’s Office: Privacy notice**

**What data we need**

The personal data we collect from you will include

* Written or emailed correspondence or queries
* Job applications
* Personal data relating to casework

The legal basis for processing this data is to perform our functions as the Attorney General’s Office as set out in law and is statute based.

**Why we need it**

* To process your query or correspondence
* To process your job application
* To carry out our functions in the administration of justice and the public interest

**What we do with it**

* We will keep your data in line with our records management policy
* We will share your data if we are required to do so by law – for example, by court order, or to prevent fraud or other crime.

We will not:

* Sell or rent your data to third parties
* Share your data with third parties for marketing purposes

**How long we keep your data**

We will only retain your personal data for as long as it is needed for the purposes set out in this document or for as long as is required by law

**Where it might go**

* Depending on the type of data held and the reason for us holding it, your data may be shared with our criminal justice partners to further the administration of justice
* We may share it with other government departments ie those that manage our HR and Financial services or those that manage our IT infrastructure

**How we protect your data and keep it secure**

We are committed to doing all that we can to keep your data secure. Our IT providers have robust systems in place to protect your data and we also make sure that any third parties that we deal with have an obligation to keep all personal data they process on our behalf secure.

**What are your rights**

You have the right to:

* Request information about how your personal data are processed and to request a copy of that personal data
* Request that any inaccuracies in your personal data are rectified without delay
* Request that any incomplete personal data are completed, including by means of a supplementary statement
* Request that your personal data are erased if there is no longer a justification for them to be processed
* Request that the processing of your personal data is restricted in certain circumstances – for example, where accuracy is contested.

If your personal data is processed on the basis of consent, you have the right to:

* Withdraw consent to the processing of your personal data at any time
* Request a copy of any personal data you have provided, and for this to be provided in a structured, commonly used and machine-readable format.

**Changes to this notice**

We may modify or amend this privacy notice at our discretion at any time. When we make changes to this notice, we will amend the last modified date at the top of this page. Any modification or amendment to this privacy notice will be applied to you and your data as of that revision date. We encourage you to periodically review this privacy notice to be informed about how we are protecting your data.

**How to contact us**

The data controller for your personal data is the Attorney General’s Office.

If you have any questions about anything in this document or if you consider that your personal data has been misused or mishandled you can contact us at

**By email:**

correspondence@attorneygeneral.gov.uk

**Or by post:**

Data Protection Officer

Attorney General’s Office

5-8 The Sanctuary

London

SW1P 3JS

You may also make a complaint to the Information Commissioner, who is an independent regulator.

The Information Commissioner can be contacted at: casework@ico.org.uk or on 0303 123 1113.

Or by post:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF