

## **Privacy Notice**

The Home Office will be what is known as the 'Controller' of the personal data you provide to us through this form. This includes when data is collected or processed by third parties on our behalf. The Home Office's contact address is Peel Building, 2 Marsham Street London SW1P 4DF.

The Department's Data Protection Officer can be contacted using the details below:

Post: Office of the DPO, Peel Building, 2 Marsham Street, London SW1P 4DF

Email: [dpo@homeoffice.gsi.gov.uk](mailto:dpo@homeoffice.gsi.gov.uk)

Telephone: 020 7035 6999

## **How and why we use your information**

We will only collect basic personal data about you. This does not include any special categories of personal information about you (sometimes referred to 'sensitive personal data'). The information we collect does include the likes of your name and email address.

We need to know basic personal data in order to keep you up-to-date with the information you requested when signing up for the update service.

You can unsubscribe from our communications at any time. Details of how to unsubscribe are contained in every communication we send to you. You can also unsubscribe by email [channeloptimisationdct@homeoffice.gsi.gov.uk](mailto:channeloptimisationdct@homeoffice.gsi.gov.uk) . Please note that should you choose to unsubscribe, we will be unable to provide you with the updates you requested.

Your data will only be used for the purpose described above and will not be shared with any third parties other than our communications partner involved in providing the service you have requested.

- Syrenis Ltd, Vanguard House, Keckwick Lane, Daresbury WA4 4AB

## **Storing your information**

Your personal information is stored securely and will be held for as long as necessary in order to provide the service you have requested. You can unsubscribe from this service at any time using the details provided above.

## **Requesting access to your personal data**

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

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

## **Other rights**

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)

## **Questions or concerns about personal data**

If you have any questions or concerns about the collection, use or disclosure of your personal information please contact the Home Office using the information on <https://www.gov.uk/government/organisations/home-office/about/personal-information-charter>

You have the right to complain to the Information Commissioner's Office about the way the Home Office is handling your personal information. Details on how you do this can be found at <https://www.gov.uk/government/organisations/home-office/about/personal-information-charter>