

## **Privacy Notice**

### **IMPORT CASE MANAGEMENT SYSTEM (ICMS)**

The Department for Business and Trade (**DBT**) is committed to protecting the privacy and security of your data. This notice describes how we collect and use your data in accordance with Data Protection legislation (the UK General Data Protection Regulation (**UK GDPR**) and the Data Protection Act 2018).

It is important that you read this privacy notice, so that you are aware of how and why we are using your data.

### **What personal data we collect**

When you access the ICMS to apply for an import licence or export certificate, the following personal data will be processed:

- Full name
- DoB
- Job title
- Personal or work email address
- Personal or work phone number

All personal data is handled under the Government Security Classification Policy for Official Data and non-personal data may be retained according to the Public Records Act 1958.

### **Why we need your personal data**

The data you provide will be processed by DBT in order to:

- Enable individuals to create and register an account or create an account on behalf of a business to use ICMS
- Assess applications and issue import licences for:
  - firearms
  - torture equipment for public display in a museum in view of its historical significance
  - anti-personnel mines
  - goods subject to import sanctions
- Assess applications and issue Certificates of:
  - Free Sale
  - Good Manufacturing Practice
  - Manufacture

### **Our legal basis for processing your personal data**

We will process your personal data to:

- Perform our public task and for the exercise of our functions as a government department;

- To comply with the necessary legal or regulatory obligation to process the licence application.

### **How we share your personal data**

The personal data collected will be shared with the following organisations for the purposes detailed above:

- Other Government Department, Agencies and Public Bodies
- Law Enforcement Agencies and UK Proof Houses
- FIVIUM as provider of the ICMS platform

In addition, an aggregated analysis of data collected may be shared with the Information Commissioner's Office (**ICO**) the Government Internal Audit Agency (**GIAA**), and the National Audit Office (**NAO**) for audit purposes.

We will also share your personal data if we are required to do so by law or regulation – for example, by court order, or to prevent fraud or other crime.

### **We will not:**

- sell or rent your personal data to third parties
- share your personal data with third parties not detailed in this notice unless legally obliged to do so.

### **How long we keep your personal data**

We will only retain your personal data for as long as it is required to fulfil the purpose for which we collected it and in accordance with the applicable legislation governing the issuance of the licence certificate.

Personal data that is no longer required will be securely destroyed or irretrievably deleted in accordance with DBT's retention and disposal policy.

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

We are committed to doing all that we can to keep your personal data secure. We have set up systems and processes to prevent unauthorised access or disclosure of your personal data - for example, we protect your personal data using password protection, limiting staff access to specifically 'security cleared' individuals. We also ensure any third parties we deal with keep all personal data they process on our behalf secure and in line with UK GDPR and the Data Protection Act 2018.

### **Accuracy**

We take all reasonable steps to keep your personal data in our possession or control, which is used on an on-going basis, accurate, complete, current, and relevant, based on the most recent information available to us. We rely on you to help us keep your personal data accurate by notifying us of any changes to your personal data.

## **Rights of individuals**

To request access to personal data that we hold about you, you should submit your request to the e-mail address or postal address provided below.

You have the following rights in relation to your personal data:

- Right to access your personal data
- Right to rectify your personal data
- Right to erase your personal data from our systems, unless we have legitimate interest reasons for continuing to process the information
- Right to data portability
- Right to restrict processing of your personal data
- Right to object to the processing of your personal data

## **Contacting us**

If you have any questions about this privacy notice or how we handle your data, you can also write to us at:

Our contact details are:

***Data Protection Officer***  
***Department for Business and Trade***  
Old Admiralty Building  
Whitehall  
London  
SW1A 2DY  
Email: [data.protection@trade.gov.uk](mailto:data.protection@trade.gov.uk)

You have a right to complain to us if you think we have not complied with our obligation for handling your personal data. You can contact our Data Protection Officer using the same contact details.

If you are not satisfied with the DBT response, you have a right to complain to the Information Commissioner's Office (ICO). You can report a concern by visiting the ICO website.

## **Contacting the Information Commissioner's Office**

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

[casework@ico.org.uk](mailto:casework@ico.org.uk)

Telephone: 0303 123 1113

Textphone: 01625 545860

Monday to Friday, 9am to 4:30pm

## **Information Commissioner's Office**

Wycliffe House  
Water Lane, Wilmslow  
Cheshire SK9 5AF

**Changes to this privacy notice**

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice if we make any substantial updates.

DBT is registered as a Data Controller under the UK GDPR and Data Protection Act 2018.

**Confidentiality**

If you wish the information you provide to be treated as confidential, please be aware that, in accordance with the Freedom of Information Act 2000 (FOIA), public authorities are required to comply with the FOIA.

In view of this, it would be helpful if you have reasons for confidentiality, if you could explain to us why you wish that information to be treated confidentially. If we receive a request for disclosure of information that has been provided, we will take full account of your explanation.

However, we cannot give an assurance that confidentiality can be maintained in all circumstances.