



## **Information Charter**

### **Purpose**

This information charter sets out the standards that you can expect from the Supreme Court of the United Kingdom (UKSC) when we request or hold personal information about you;  
how you can get access to your personal data;  
and what you can do if you think standards are not being met.

This charter will be reviewed annually and updated to take into account any changes in legislation or our policies.

### **About personal information**

Personal 'data' is information that relates to living individuals. It does not include information relating to dead people, groups or communities of people, organisations or businesses. The Data Protection Act 1998 regulates the management of personal information.

### **Responsibilities**

The Senior Information Risk Owner (SIRO) will ensure that information security policies and procedures are reviewed and implemented across business functions ensuring ongoing continuous improvement. These policies aim to ensure that the requirements of confidentiality, integrity and availability are maintained at each stage in the information lifecycle. The Departmental Records Officer is responsible for responding to requests for information. The SIRO deals with complaints about how we have handled your request. His contact details are: William Arnold, Director of Corporate Services, The Supreme Court of the United Kingdom, Parliament Square, London, SW1P 3BD or e mail [william.arnold@supremecourt.gsi.gov.uk](mailto:william.arnold@supremecourt.gsi.gov.uk)

The Information Asset Owners manage and monitor the whole of the information lifecycle from the creation of documents through to deletion. They are also responsible for ensuring that their staff are compliant with all policies and procedures.

All staff and contractors are trained in and are aware of their responsibilities as set out in the UKSC's policies.

### **Types of information**

The UKSC holds both personal and non-personal information which is critical to its judicial activities, together with systems relating to its support functions such as human resources, facilities and finance.

## **How our information is managed**

We manage, maintain and protect all information according to legislation and best practices. We have security measures in place to maintain and safeguard the confidentiality, integrity and availability of our systems and data. All information is stored, processed and communicated in a secure manner making it readily available to authorised users.

## **Personal information**

We know how important it is to protect individuals' privacy and to comply with the Data Protection Act. We will safeguard your information and in most circumstances will not disclose personal data without consent. If we ask you for personal information we will:

- let you know why we need it, where it is not obvious;
- only ask for what we need, and not collect excessive or irrelevant information;
- make sure nobody has access to it who should not;
- let you know if we share it with other organisations; and
- only keep it for as long as we need to in accordance with our retention schedule.

## **Access to personal information**

You have a statutory right of access (certain exceptions apply) to personal data about yourself under the Data Protection Act. The right of access here is to personal data held on computer or on structured manual files and you are entitled to be informed of any personal data

- concerning yourself being held by the UKSC and if so,
- to be given a description of the data in question
- to be told for what purposes the data is processed
- to be told of the recipients or classes of recipients to whom the data are, or may be disclosed.

You are also entitled to be given a copy of the information with any unintelligible terms explained and to be given any information available to UKSC as to the source of the data. The Freedom of Information Act extends this right to personal data held on any type of file. If you wish to apply for access to your personal data known as a "subject access request", you should write to Paul Brigland, Departmental Records Officer, The Supreme Court of the United Kingdom, Parliament Square, London, SW1P 3BD or e mail [paul.brigland@supremecourt.gsi.gov.uk](mailto:paul.brigland@supremecourt.gsi.gov.uk)

Requests for access to personal data must be dealt with promptly and in any event within 40 days of receipt of sufficient information to be able to trace the data requested. We may charge a fee, not exceeding £10.00. It is our policy to charge a £10 fee.

However, if your personal data is filed with or placed in the custody of the UKSC for the purposes of court proceedings or created by the UKSC, or a member of the administrative staff of the UKSC for the purposes of court proceedings the exemption under section 34 of the DP Act applies. To access such information you should make an application under Rule 39(3) which provides for documents held by the Court to be inspected on formal application to the Registrar by completing Form 2 for which a fee is payable. There are

additional charges for photocopies of documents.

You can ask for information to be in any reasonable format and in languages other than English but there may be an additional charge for this. We will discuss the likely cost of your request with you so that you can decide whether to go ahead. If someone else has copyright on the information you want, you may have to pay them to use it. If so, this cost will be outside our control.

**Further advice**

When we ask you for information, we will keep to the law. If you consider that your information has been handled incorrectly you can contact the Information Commissioner for independent advice about data protection, privacy and data-sharing issues.

You can contact the Information Commissioner at:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 01625 545 745  
Fax: 01625 524 510  
[www.ico.gov.uk](http://www.ico.gov.uk)

UKSC  
April 2012