

## Gambling Commission Data Protection Policy Statement

The Gambling Commission is committed to the protection and privacy of personal data. Provision for the Data Protection Act 1998 is explicitly made in the Gambling Act 2005 and all the personal data held by the Commission, including that provided by third parties, is subject to the principles of Data Protection.

### Data Protection Act – An Introduction

The Data Protection Act 1998 regulates the use of information relating to individuals and was extended by the Freedom of Information Act 2000 to include information stored on non-computerised systems as well. The Data Protection Act is enforced by the Information Commissioner's Office (ICO) and like all organisations that process personal data the Commission must comply with the Act.

A full copy of the Data Protection Act 1998 is available on the ICO's website ([www.ico.gov.uk](http://www.ico.gov.uk)), however good compliance with the Data Protection Act can be broadly equated to compliance with the eight Data Protection principles:

1. Fair and lawful processing
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Kept accurate and up to date
5. Not kept longer than necessary
6. Processed in accordance with the individual's rights
7. Secure
8. Not transferred to countries outside European Economic area unless the country has adequate protection for the individual

### Compliance

The Commission aims to meet the requirements of the Data Protection Act 1998 when processing personal data. In order to fulfil its obligations under the Data Protection Act the Commission has implemented robust practices and policies. As well as renewing our registration with the ICO annually, the Commission trains all staff to support the fair and lawful processing of personal data, implements security processes to prevent the unlawful disclosure of personal data and implements retention and disposal processes to ensure information is retained only as long as necessary.

### What personal information do we hold?

In order to operate efficiently and carry out our statutory functions the Commission has to collect and use information relating to individuals. This personal data includes information about people whom it licences, people it is investigating, people with whom it works and employees past and present.

## Third parties

As outlined above, all personal data held by the Commission included that provided by third parties is subject to the Data Protection Act 1998. The Commission will only share personal data held by it with other organisations where there is a statutory provision. These provisions are set out in the Non Disclosure Provisions of the Data Protection Act 1998 and more information is available upon request.

## Your Rights

Any person about whom the Commission holds information has rights under the Data Protection Act. You may:

- be informed if the Commission is holding personal data relating to you
- receive a description of the personal data, why the Commission holds it and to whom your personal data may be disclosed
- have that information communicated to you
- have any inaccurate data corrected, or removed in certain circumstances
- stop processing likely to cause substantial damage or substantial distress
- receive compensation if you suffer damage as a consequence of wrongdoing by us
- appeal to the ICO where you believe the Commission has not complied with the Data Protection Act

## Making a Subject Access Requests

If a person wishes to view their personal data held by the Commission they must make a subject access request.

1. The request must be made in writing, which includes email or fax, to the Information Manager ([Information.manager@gamblingcommission.gov.uk](mailto:Information.manager@gamblingcommission.gov.uk)). The person is not required to state why they wish to access the information
2. The request must include documents to identify themselves to the satisfaction of the Commission (e.g. driving licence, passport, birth certificate)
3. The request must include a fee for £10-00 (cheques payable to 'Gambling Commission')
4. The request should include details of any specific information the person wishes to have access to
5. The Commission will confirm receipt of the Subject Access Request and will respond in full within 40 calendar days. The person will receive all the information that has been located and can be released within 40 days and an explanation as to why any information cannot be provided at that time

## Complaints

To make a complaint about the Gambling Commission and the Data Protection Act please email [information.manager@gamblingcommission.gov.uk](mailto:information.manager@gamblingcommission.gov.uk) or contact us at our offices on 0121 230 6666.

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