

Grenfell Tower Inquiry

Privacy Notice

The Grenfell Tower Inquiry (the Inquiry) is an independent public inquiry exercising statutory functions in the public interest, established under the Inquiries Act 2005. The Inquiry is the data controller for your personal information. The scope and terms of reference of the Inquiry are set out on our website at <https://www.grenfelltowerinquiry.org.uk/>

The purpose of this privacy notice is to set out how the Inquiry will use your personal data; who it may be shared with; and your rights.

It is made under Articles 13 and/or 14 and Article 30 of the General Data Protection Regulation (GDPR) and Part 2 of the Data Protection Act 2018.

What data the Inquiry needs to collect, and the legal basis for processing it:

Purposes of data collection

The purposes for which the Inquiry collects and processes your personal data are the effective conduct of the public inquiry into the events surrounding the Grenfell Tower fire of 14 June 2017 and discharging the Inquiry's duties pursuant to the Inquiries Act 2005.

The Inquiry is investigating the matters set out in its Terms of Reference and does so by means of a legal process within the framework of the Inquiries Act 2005 and the Inquiry Rules 2006. The Inquiry must process personal information for the purposes of its investigations and to enable it to carry out its work, including the safe conduct of drop-ins, presentations and hearings, as well as facilitating the participation of Core Participants and Witnesses in the Inquiry. Hearings, except in exceptional circumstances and as mandated by law, will be held in public and so evidence (including witnesses' personal data) referred to at hearings will become publicly available.

Personal information is used by the Inquiry in a number of ways – for example:

- to gather evidence as part of the Inquiry's investigation,
- to facilitate access to the Inquiry,
- to provide support to Core Participants and Witnesses during hearings,
- to provide the necessary support to enable witnesses to give evidence,
- to monitor and control the prevalence of Covid-19 within GTI venues,
- through use of CCTV to enable the safe conduct of hearings,
- for HR and staff management purposes
- responding to queries from Core Participants, the media and the general public, and
- to communicate with you and keep you updated on the progress of the Inquiry.

Where you have provided us with your personal information, we may also use information we hold about you to:

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- undertake statistical and analytical analysis
- assist in verifying your identity
- enact your rights under data protection legislation
- respond to questions sent to the Inquiry
- support, manage and train our staff

Personal information may also be contained in the Report of the Inquiry. Personal information may also be used by the Inquiry to comply with the law and with contracts that the Inquiry has entered into. In addition, personal information obtained via CCTV may be used for the prevention, reduction, detection and investigation of crime and other incidents; to ensure the safety of staff and visitors to the building or to assist in the investigation of suspected breaches of GTI policy.

Data collected

Personal data is collected, recorded and organised by the Inquiry. Typically data will be requested by the Inquiry from relevant individuals or organisations (through a “Rule 9”¹ letter’) or submitted voluntarily, for example in a witness statement.

Visual images of visitors to the Inquiry venue at 13 Bishop’s Bridge Road will also be captured via CCTV systems. The legal basis for this processing is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Personal data processed by the Inquiry can therefore comprise the personal data of:

- Members of the public;
- Core Participants, within the meaning of the Inquiries Act 2005;
- Other witnesses providing evidence to the Inquiry who are not core participants within the meaning of the Inquiries Act 2005;
- Contracted parties to the Inquiry.

The following is a non-exhaustive list of categories of personal data that will be processed in relation to the Inquiry’s core function:

- Personal data – typically biographical data such as name, date of birth, personal description, contact details, images and voice recordings.
- Special category data – this will typically include data relating to health, data relating to race/ethnicity, religious beliefs and Trade Union membership. Some special category data may relate to children.

¹ <http://www.legislation.gov.uk/ukxi/2006/1838/article/9/made>

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- Personal data relating to criminal convictions and offences – some data in relation to criminal convictions is processed, subject to strict controls.

The Inquiry keeps your data secure and only shares it with those who are required to see it as part of the legal process of the Inquiry. All personal information we receive is handled fairly and lawfully in accordance with data protection legislation.

Typically, personal data is held in digital format in IT systems which meet government security standards. The details of the security arrangements are not set out in this Notice to avoid compromising the effectiveness of those arrangements.

Legal basis

1. Non-special category personal data

For data which does not fall within the definition of special category data (see below), the Inquiry will rely on the legal basis described below for processing.

When processing your personal data, the Inquiry will, at all times, consider whether the processing or disclosure of such data is necessary for the Inquiry proceedings and functioning:

Core function of the Inquiry:

The primary legal basis relied on for lawful processing by the Inquiry of personal data is Article 6 (1) (e) GDPR, processing that is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. The Chairman has official authority to perform the core function of the Inquiry in order to investigate the matters falling within the Inquiry's terms of reference (pursuant to section 4 of the Inquiries Act 2005).

- Article 6 (1) (c) GDPR (processing necessary for compliance with a legal obligation) also applies to the disclosure of evidentiary material. Section 18 (1) of the 2005 Act states that:

18. Public access to inquiry proceedings and information

(1) Subject to any restrictions imposed by a notice or order under section 19, the chairman must take such steps as he considers reasonable to secure that members of the public (including reporters) are able—

(a) to attend the inquiry or to see and hear a simultaneous transmission of proceedings at the inquiry;

(b) to obtain or to view a record of evidence and documents given, produced or provided to the inquiry or inquiry panel.

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- In respect of material provided to the Inquiry (in particular, by witnesses) where you as the data subject have given consent to the processing, Article 6 (1) (a) GDPR will also apply.

Contracts:

- For providers of services to the Inquiry, recruitment or HR exercises, the primary legal basis for processing your personal data will be that it is necessary for the performance of a contract to which you are a party.

2. Special category personal data

Special category, or sensitive, data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic or biometric data (where used for identification purposes), data concerning health or data concerning an individual's sex life or sexual orientation.

Processing by the Inquiry potentially extends to all types of special category personal data, but most typically will involve information relating to health, race/ethnicity, religious beliefs and Trade Union membership.

In addition to the legal bases for processing personal data generally, outlined above, the legal bases for processing sensitive personal data pursuant to Article 9 GDPR, read together with s. 10 of the Data Protection Act 2018, are:

- that processing is necessary for reasons of substantial public interest, including the exercise of a function conferred by an enactment/rule of law (the Inquiries Act 2005 and the Inquiry Rules 2006), to the extent that it is necessary, and
- that the consent of the data subject (where applicable) has been obtained.

The above, together with the vital interests basis, will also apply to targeted health data collection for the purposes of ensuring the safe operation of Inquiry hearings which the Inquiry may put in place during periods of social restrictions related to the Coronavirus (COVID-19) outbreak.

3. Criminal conviction personal data

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Where data relating to criminal convictions/offences is concerned, the lawful purpose will be dealt with by article 10 GDPR/DPA 2018 section 10 (5), including where the processing is necessary for the exercise of a function conferred on the Chairman by the Inquiries Act 2005 and the Inquiry Rules 2006 and/or where it is necessary for the purpose of or in connection with legal proceedings.

Who we share your data with and why:

As Inquiries are publicly accessible, your personal data may be shared with anyone following the proceedings, including the press, when given in evidence. There are clear processes, including robust redactions processes, in place which govern the protection of your personal data. This is to ensure that - save where consent is provided by you, the data subject - only data necessary for the Inquiry's performance of its functions will be disclosed outside the Inquiry or to those instructed by the Inquiry.

During the course of undertaking the statutory duties of the Inquiry, your data may be shared by the Inquiry with the following main groups:

- Counsel to the Inquiry
- Recognised legal representatives of Individuals and corporate bodies designated as Core Participants in the Inquiry
- Core Participants in the Inquiry
<https://www.grenfelltowerinquiry.org.uk/key-documents>
- Expert Witnesses appointed by the Inquiry
<https://www.grenfelltowerinquiry.org.uk/about/expert-witnesses>
- Assessors appointed by the Inquiry
<https://www.grenfelltowerinquiry.org.uk/about/assessors>
- Members of the Inquiry Panel
- The Cabinet Office, through their provision of IT and finance services
- Third party data processors (such as providers of IT infrastructure, interpretation, transportation or travel services)
- Law enforcement agencies
- Counselling support services
- Emergency services
- The public via the Inquiry website or via published reports under s.25 of the 2005 Act (where applicable)

Any information about you that we pass to a third party will be held securely by that party. Depending on the reasons why the Grenfell Tower Inquiry is processing your information it may be shared with a number of other organisations, including some of those listed above.

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The majority of personal data submitted to the Inquiry is transferred to IT systems operated by 3rd party Data Processors for the purposes of storing, reviewing and analysing documents and information.

The Inquiry has appropriate measures in place with its data processors, which means they cannot do anything with your personal information unless the Inquiry has instructed them to do it. They will not share your personal information with any organisation apart from the Inquiry, or as directed by the Inquiry. They will hold your data securely and retain it for the period the Inquiry requires.

At the conclusion of the Inquiry, data that is to be retained as part of the historic record will be transferred to the National Archives, although any personal data included will continue to be protected.

We may also share data where we are under a legal obligation to do so, or where it is necessary to assist with a criminal investigation.

International transfers

As your personal data is stored on our IT infrastructure, and shared with our data processors, it may be transferred and stored securely outside the European Union. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

How long will the Inquiry keep your data for?

At the end of the Inquiry, some of the personal data held by the Inquiry will – where it is considered to form part of the historic record – be transferred for the purposes of indefinite retention of Inquiry records by the National Archives in accordance with the Public Records Act 1958.

Personal data that needs to be retained for legislative purposes, such as information that is related to financial transactions or audits, will be transferred to the Cabinet Office for ongoing management and disposal.

Personal data that is not required for archiving purposes will be destroyed.

Your rights

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- You have the right to request information about how your personal data is processed, and to request a copy of that personal data.
- You have the right to request that any inaccuracies in your personal data are rectified without delay.
- You have the right to request that any incomplete personal data is completed, including by means of a supplementary statement.
- You have the right to request that your personal data is erased if there is no longer a justification for them to be processed.
- You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.
- Where we are relying on your consent, you have the right to withdraw consent to the processing of your personal data at any time.
- If we are not relying on your consent, you may have the right to object to the processing of your personal data. Any objections will be considered in the context of the Inquiry's statutory duties and the necessity of processing personal data for that purpose.
- Where we are relying on your consent, or a contract with you, you have the right to 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.

The rights and obligations set out in this Notice may be subject to exemptions or limitations, to the extent authorised by UK GDPR and the Data Protection Act 2018 (including paragraph 14 of Part 2, Schedule 2), to be applied on a case-by-case basis.

How to request a copy of your personal data

The data protection laws allow you to find out what information we hold about you. This is known as the 'right of subject access', and a request for a copy of your personal information is called a 'subject access request', or SAR. This right is subject to restrictions or exemptions set out in the data protection legislation.

If we do hold information about you we will:

- give you a description of it
- tell you why we have it
- tell you who it could be given to

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- let you have a copy of the information in a readable form

Please be as specific as you can about the information you're asking us about. Before we can consider your request, we may need to check your identity and your right to access the information you're requesting. This means we may ask you to supply a copy of the identification pages of your current passport or photo driving licence. We may also ask for proof of your current address.

We will try to respond to your request within one month of receiving it. If your request is complex we may extend the period by a further 2 months but will let you know.

Requests for your personal data should be made via contact@grenfelltowerinquiry.org.uk

Although we do not ask that you provide sensitive personal data when submitting a request, we may process this in responding to an environmental information request (EIR) or SAR if you volunteer such information, or in the course of responding to a SAR. We may also process data about criminal convictions in responding to a SAR. The legal basis for processing sensitive personal data, or data about criminal convictions, is that processing is necessary for reasons of substantial public interest for the exercise of a function conferred by an enactment/rule of law (the Inquiries Act 2005 and the Inquiry Rules 2006). The function is meeting our legal obligations to answer EIR and SARs.

Links to other websites

www.grenfelltowerinquiry.org.uk contains links to other websites. This privacy notice only applies to this website. If you access YouTube from this website, the Google Privacy Policy will apply (see here). If you access another website from this one, read the privacy policy on that website to find out what it does with your information.

Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

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Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Contact details

The data controller determines the purposes and means of processing personal data. The Data Protection Officer provides independent advice and monitoring of the Inquiry's use of personal information.

The Grenfell Tower Inquiry is the lead data controller for your personal data. The Cabinet Office acts as a joint data controller through provision of IT infrastructure services, but its role is limited.

The Inquiry's Data Protection Officer is Paul Edens. The Data Protection Officer can be contacted at:

The Grenfell Tower Inquiry, 1 Giltspur Street, London, EC1A 9DD.

Email: dpo@grenfelltowerinquiry.org.uk

Review of this notice

This notice will be regularly reviewed and may be subject to revision. Please visit our website to check for any updates.