

The Baha Mousa Public Inquiry

Inquiry Chairman: The Right Honourable Sir William Gage

Information charter

Purpose

This information charter sets out the standards that you can expect from the Baha Mousa Public Inquiry 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.

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.

We need to handle personal information about you so that we can fulfill our terms of reference and act in the public interest. This is how we look after that information.

When we ask you for personal information we promise to:

- make sure you know why we need it; ask only for what we need and not collect too much or irrelevant information;
- protect it and make sure no unauthorised person has access to it;
- let you know if we share it with other organisations to give you better public services, and if you can say no;
- make sure we don't keep it longer than is necessary;
- not make your personal information available for commercial use without your consent;
- consider your request to stop processing data about you.

In return we ask you to:

- give us accurate information;
- tell us as soon as possible if there are any changes to your personal circumstances such as your address. This helps us to keep your information reliable and up-to-date.

You are entitled to:

- find out what information we hold about you;
- ask us to correct any mistakes;
- how to make a complaint.

More information

For more information, please see our [Privacy Policy](#). If you have any queries about our Information Charter, or about how we process your personal data please contact info@bahamousainquiry.org by email or phone 020 7404 6082.

Subject access

If you request your own personal data under the Data Protection Act 1998, this request is known as a 'subject access request'. We will provide this upon receipt of a fee of £10.00, made payable to Her Majesty's Paymaster General. HMPG is an acceptable abbreviation.

Complaints

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