



HMT OSCAR II System: How we use your personal data

This notice sets out how HM Treasury uses personal data for the purposes of collecting, processing, analysing and publishing information through the OSCAR system and explains your rights under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

1. Data Subject Categories

Personal data to be processed relates to you either as a:

- **OSCAR system user** – Central, Local Government and Public Corporation staff members who need to access the system to enter, approve or analyse data
- **OSCAR user authoriser** – Central Government staff, Departments'/Organisations' Finance Team Deputy Directors and Senior Managers who instruct the OSCAR Service Desk to add or remove system users or make changes to their system access rights

2. The personal data we collect (Data Categories)

Personal data required for the purpose of this activity are your:

- full name
- business email address
- job title
- contact telephone number; and the
- name of your organisation

3. Legal basis of processing

The processing is necessary for the performance of a task carried out in the public interest .

The task is to collect, store, consolidate, process and analyse data collected from different public bodies for the purpose of publishing key government information for Her Majesty's Government, UK Parliament and various other stakeholders.

4. Special category data

No special category data is collected by the OSCAR system and isn't required from users to provide them with access to it.

5. Purpose

The personal data relating to OSCAR system users is required in order to create OSCAR accounts and enable workflow email notifications (e.g. for the approval of submissions).

The personal data relating to OSCAR system user authorisers is required to provide the OSCAR Service Desk with a list of people who can authorise system user changes.

6. Who we share your information with (Recipients)

OSCAR system users' data is only accessible to authorised staff in order to operate the system and is not shared with any third parties.

OSCAR system user authorisers' data is shared with Central Government Finance community officials in other public bodies through the OneFinance secure website. This is to ensure that staff requiring access to OSCAR can identify who in their department can authorise that access.

OSCAR Central Government, Local Government and Public Corporation system users' data is shared with Central Government Finance community officials in other public bodies through the OneFinance secure website. This is to ensure that, where an OSCAR process requires staff in

different departments to discuss and agree a specific transaction (e.g. budget exchanges), the relevant parties are able to contact each other.

Examples of these public bodies appear at: <https://www.gov.uk/government/organisations>.

7. How long we will hold your data (Retention)

OSCAR system users' data will be retained until the user account is removed either at the request of the data subject or the data subject's organisation.

OSCAR system user authorisers' data will be retained until the user authoriser is replaced, on request of the data subject or the data subject's organisation.

In the event that an OSCAR account becomes dormant/unused for 2 years, personal data relating to that account's system users will be deleted from the OSCAR system after this period.

8. Where we will store your data

System users' data is securely stored in the OSCAR Multi factor Authentication Tool (OKTA) which is hosted in Amazon Web Services Frankfurt (primary) and Dublin (backup).

Users' email addresses are securely stored in the main OSCAR database (Cognos Planning Analytics) and only used to communicate with the OSCAR system users either directly or via automated workflow notifications.

System user's email addresses are also stored in the main OSCAR database (Cognos Planning Analytics), which is hosted in Amazon Web Services on UK servers.

User authorisers' details are stored on the HMT IT infrastructure (where it will be maintained), on the OSCAR Service Desk infrastructure and on the OneFinance website.

9. Your rights

You have the right:

- to request information about how your personal data are processed and to request a copy of that personal data
- to request that any inaccuracies in your personal data are rectified without delay.
- to request that your personal data are erased if there is no longer a justification for them to be processed
- in certain circumstances (for example, where accuracy is contested), to request that the processing of your personal data is restricted
- to data portability, which allows your data to be copied or transferred from one IT environment to another

10. How to submit a Data Subject Access Request (DSAR)

To request access to personal data that HM Treasury holds about you, contact:

HM Treasury Data Protection Unit
G11 Orange
1 Horse Guards Road
London
SW1A 2HQ
dsar@hmtreasury.gov.uk

11. Contact details

The data controller for personal information collected to create and maintain the OSCAR System is HM Treasury, the contact details for which are:

OSCAR Service Management and Engagement Branch
HM Treasury
1 Horse Guards Road
London
SW1A 2HQ
London
OSCARServiceManagement@hmtreasury.gov.uk

12. Complaints

If you have any concerns about the use of your personal data, please contact HM Treasury's Data Protection Officer (DPO):

The Data Protection Officer
HM Treasury
1 Horse Guards Road
London
SW1A 2HQ
privacy@hmtreasury.gov.uk

If we are unable to address your concerns to your satisfaction, you can contact the Information Commissioner, the UK's independent regulator for data protection.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk