

Privacy Notice – Firearms Appeals

Being transparent and providing accessible information to individuals about how we may use personal data is a key element of the Data Protection Act (DPA) and the General Data Protection Regulation (GDPR). The Department of Justice (DoJ) is committed to building trust and confidence in our ability to process your personal information and protect your privacy.

Who we are

Firearms and Explosives Branch is a Branch with the DoJ and is responsible for processing firearms appeals, against a decision of the Chief Constable, in respect of firearms and/or ammunition.

Why we are collecting and processing your personal data

We are collecting and processing your data as you are appealing, under [Article 74\(1\)](#) of The Firearms (Northern Ireland) Order 2004, against the Chief Constable's decision in respect of firearms and/or ammunition.

In accordance with the [Firearms \(Appeals and Applications\) Regulations \(Northern Ireland\) 2005](#) your appeal must be made in writing and include your name and address.

Legal basis for processing

The lawful basis we are relying on to process your personal data is Article 6(1)(e) of the GDPR, which allows us to process personal data when this is necessary for the performance of our public tasks in our capacity as a Government Department.

How your data will be used

We use your data and information in the processing of your firearms appeal.

What categories of personal data are collected?

We may collect your:

- full name, address, and contact details
- date of birth
- criminal record (where relevant)
- application forms and supporting documents, provided on your behalf
- medical information (where relevant)

Who your data may be shared with

We will share your data with PSNI's Firearms and Explosives Branch and also with law enforcement agencies and medical practitioners if necessary.

We do not transfer your data to other countries.

How long will we keep your information?

We will only retain your data for as long as necessary and in line with our [Retention and Disposal Schedule](#).

What are your rights?

- You have the right to obtain confirmation that your data is being [processed](#), and [access your personal data](#)
- You are entitled to have personal data [rectified if it is inaccurate or incomplete](#)
- You have a right to have personal data [erased and to prevent processing](#), in specific circumstances
- You have the right to ['block' or restrict processing](#) of personal data, in specific circumstances
- You have the right to [data portability](#), in specific circumstances
- You have the right to [object to the processing](#), in specific circumstances
- You have rights in relation to [automated decision making and profiling](#).

How to complain if you are not happy with how we process your personal information

If you wish to request access, object or raise a complaint about how we have handled your data, you can contact our Data Protection Officer using the details below.

DoJ Data Protection Officer

Telephone: 028 9037 8617

Email: DataProtectionOfficer@justice-ni.gov.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

casework@ico.org.uk

Our Contact information

Firearms & Explosives Branch

Department of Justice

Block 4

Knockview Buildings

Stormont

Belfast

BT4 3SJ

Tel: 0300 200 7881

Email: feb@justice-ni.gov.uk