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HS2 Fair Processing Notice

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Privacy Notice

This notice explains how High Speed Two (or ‘HS2’) obtains, holds, retains, processes and discloses information about people (their personal data), the steps we take to ensure that it is protected, and also describes the rights individuals have in regard to their personal data handled by HS2.

The use and disclosure of personal data is governed in the United Kingdom by the [Data Protection Act 1998](#) (‘the Act’). HS2 is registered with the [Information Commissioner](#) as the ‘Data Controller’ for the purposes of the Act [registration no: Z1711200]. As such HS2 is obliged to ensure that it handles all personal data in accordance with the Act.

HS2 takes that responsibility very seriously and takes great care to ensure that personal data is handled appropriately in order to secure and maintain individuals’ trust and confidence in our organisation.

This document is designed to help outline some of the duties of the Data Controller and satisfy the ‘Fair Processing Requirements’ as required by Schedule 1 Part 2 Paragraphs 1 to 4 of the Act and should be regarded as a generic over-arching ‘Notice’ for HS2. Additional, more specific, Privacy Notices may appear on our website, or in other circumstances such as on forms, organisational policies, email footers, or CCTV signage.

1. Why Do We Handle Personal Data?

A. Our Core Purposes

We are building a new high speed railway to better connect people across Britain. To achieve this we will process¹ personal data², which may include sensitive personal data³, for the following core purposes:

- To add capacity and connectivity to the rail network that's integrated with other forms of transport
- To maximise opportunities for regeneration and growth

¹ "Processing" under the Act includes any action taken by HS2 in respect of personal data from collection through to secure destruction, including retention, use, disclosure, amendment, update etc.

² 'Personal Data' is defined under Section 1 of the Act. In practical terms it means information handled by HS2 that identifies and relates to a living individual either on its own or when combined with other information held by HS2 (or on its behalf). It can include intentions and expressions of opinion about the individual.

³ 'Sensitive Personal Data' is defined under Section 2 of the Act and is any data involving the racial, ethnic origin, political opinions, religious (or philosophical) beliefs, trade union membership, physical or mental health or condition, sexual life, commission or alleged commission of any offence, or, any proceedings for any (alleged) offence committed and the disposal or sentence of such proceedings.

- To lead an agile, inclusive and safe operation with a diverse workforce;
- To forge partnerships based on fairness and openness with all;
- To enable HS2 to being an exemplar project in our approach to engagement with communities, sustainability and respecting the environment; and/or

- To making Britain proud of HS2 by being proud of what HS2 does for Britain

B. The Provision of Services to Support Our Core Purposes

To achieve those core purposes, HS2 may use personal data for the purposes set out in this notice or as otherwise identified on our website, or in other information provided to affected individuals from time to time. For example, we may process personal data for the following purposes:

- Staff administration, occupational health and welfare;
- Handling and processing claims for compensation for properties affected by HS2 (see:

<https://www.gov.uk/claim-compensation-if-affected-by-hs2/overview>);

- Management of public relations, journalism, advertising and media;
- Management of finance, including payroll and staff benefits management;
- Internal review, accounting and auditing;
- Training;
- Property and estates management, including the procurement, lease and sales of property;
- Insurance management;
- Vehicle and transport management;
- Management of complaints;
- Vetting;
- Management of information technology systems;
- Legal services (which includes the defending civil proceedings within the statutory limitation period);
- Information provision;
- Licensing and registration;
- Research, including surveys and analytics⁴;
- Payroll and benefits management;
- Pensions administration;

- Staff administration and performance management;
- Sports and recreation;
- Procurement;
- Planning;
- System testing;
- Security;
- Health and safety management;
- Strategy and Policy development;
- Social Media Correspondence and Analysis;
- Event management and marketing;
- Prevention and/or detection of crime (including matters of national security); or
- any duty or responsibility of HS2 arising from common law, statute or good governance

obligations.

⁴ HS2 is required to conduct public consultation and research exercises to ensure that the service delivers upon the core purposes outlined in section 1. We may contact individuals to ask them to provide us their opinion of our design offering and the service we are providing to the public. We use the information given to improve our service wherever we can. HS2, like many public authorities, may use a private company to undertake such consultations and research on our behalf with strict controls to protect the personal data of those involved.

This list is not intended to be exhaustive and may be updated from time to time as business needs and legal requirements dictate.

2. Whose Personal Data Do We Handle?

In order to carry out the purposes described under section 1 above HS2 may process personal data relating to a wide variety of individuals including the following:

- Staff and Contractors of HS2 including volunteers, agents, temporary and casual workers;
- Individuals who purchase any of our products or services;
- Suppliers;
- Complainants, correspondents, litigants, claimants and enquirers;
- Relatives, guardians and associates of any person that falls into another category of individuals;
- Advisers, consultants and other professional experts;
- Individuals voluntarily passing information to HS2 or requesting information from HS2;
- Former and potential members of staff, pensioners and beneficiaries;
- Other individuals necessarily identified in the course of police enquiries and activity; and
- External stakeholders and partners.

3. What Types of Personal Data Do We Handle?

In order to carry out the purposes described under section 1 above, HS2 may process personal data relating to or consisting of the following:

- Personal details such as name, address, contact details and biographical details;
- Family, lifestyle and social circumstances;
- Skill and interests;
- Education and training details;
- Employment details;

- Financial details;
- Goods or services provided;
- Race or other protected characteristics (e.g. disability, age);
- Racial or ethnic origin;
- Political opinions;
- Religious or other beliefs of a similar nature;
- Trade union and other similar membership types;
- Physical or mental health or condition;
- Sexual life (including sexual orientation);
- Offences (including alleged offences);
- Criminal proceedings, outcomes and sentences;
- Sound and visual images;
- Licenses or permits held;
- References to manual records or files;
- Information relating to health and safety;
- Details of any enquiry submitted to us;
- Details of any complaint, claim, incident, civil litigation and/or accident submitted to HS2;

or

- Other information voluntarily submitted by individuals to HS2 from time to time.

This information will be collected primarily from individuals directly where voluntarily provided to us, but HS2 may also collect personal data, where lawful to do so, from (and combine it with information from) online sources and/or other third parties set out below (section 4).

4. Where do we obtain personal data from?

In order to carry out the purposes described under section 1 above HS2 may obtain personal data from a wide variety of sources, including the following:

- Department for Transport;
- Central government, governmental agencies and departments;
- Law enforcement and Security agencies and bodies;
- HM Revenue and Customs;
- Licensing authorities;
- Utilities companies;
- Legal representatives;
- Prosecuting authorities;
- Defence solicitors;
- Courts;
- Security companies;
- Partner agencies;
- Private sector organisations working with the police in anti-crime strategies;
- Voluntary sector organisations;
- Approved organisations and people working with the police;
- Auditors;
- Individuals themselves;
- Relatives, guardians or other persons associated with the individual;
- Current, past or prospective employers of the individual;
- Healthcare, social and welfare advisers or practitioners;
- Education, training establishments and examining bodies;

- Business associates and other professional advisors;
- Employees and agents of HS2;
- Suppliers, providers of goods or services;
- Persons making an enquiry or complaint;
- Financial organisations and advisors;
- Credit reference agencies;
- Survey and research organisations;
- Trade, employer associations and professional bodies;
- Local government;
- Voluntary and charitable organisations;
- Ombudsmen and regulatory authorities;
- The media;
- Social media; and/or
- Data Processors working on behalf of HS2.

HS2 may also obtain personal data from other sources such as its own CCTV systems, training records, or correspondence, or where voluntarily submitted to us by individual(s) in relation to any specific matter(s) or processing purpose(s) set out above.

5. How Do We Ensure The Security of Personal Data?

steps to comply with our obligations under the Act relating to security. We aim to ensure that appropriate policy, training, technical and procedural measures are in place to protect our manual and electronic information systems from data loss and misuse.

6. Who Do We Disclose Personal Data To?

In order to carry out the purposes described under section 1 above HS2 may disclose personal data to a variety of recipients in any part of the world, including those from whom personal data is obtained (as listed above). HS2 may also disclose personal data to other bodies or individuals when required or permitted to do so by, or under, any act of legislation, by any rule of law, and by court order.

This may include the following:

- Department for Transport;
- Health and Safety Executive;
- The National Fraud Initiative;
- The Cabinet Office;
- IT providers;
- Utilities;
- To bodies or individuals working on our behalf (e.g. Engineering and IT contractors, legal advisors, or survey organisations, etc.);
- Disclosures to law enforcement and security agencies,
- Other partner agencies working with HS2;
- Department for Health
- HM Revenue and Customs
- Parliament;
- To the Courts;
- The General Medical Council;

- Local government;
- Central government;
- Ombudsmen and regulatory authorities;
- Auditors; and/or
- The media.

Some of the bodies or individuals to which we may disclose personal data are situated outside of the European Union - some of which do not have laws that protect data protection rights as extensively as in the United Kingdom. If we do transfer personal data to such territories, we undertake to take reasonable steps to ensure that there are appropriate safeguards in place to certify that it is adequately protected as required by the Act.

HS2 may also disclose personal data on a discretionary basis for the purpose of, and in connection with, any legal proceedings or for obtaining legal advice.

7. What Are The Rights Of The Individuals Whose Personal Data Is Handled By HS2?

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Individuals have various rights under the Act, some of which are outlined below:

A. Subject Access

Individuals have a right to request a copy of the personal data held about them by HS2, and, once HS2 has received any required information needed to deal with the request, to be provided with a

copy of that data within a 40 day period.

Individuals may apply for a copy of their information by contacting HS2 Data Protection Officer (see section 10 below).

A valid request must:

- Specify the personal data requested (and, where possible, detail the circumstances in which HS2 may be processing the requested information, so that it may be easily located);
- Provide photocopies of two official identification documents, which between them provide sufficient information to, where considered necessary by HS2, provide evidence of the applicant's name, date of birth, current address and signature.

For example: a combination of driving licence, with a utility bill (dated within the last 6 months) or bank statement (dated within the last 6 months).

We reserve the right to request original documentation, and, refuse any request where we cannot be satisfied of the identity of the person making the request. All original documents will be returned by post.

HS2 will then provide you with the personal data you are entitled to receive under the Act. Please note that some of your personal data may be exempt from disclosure under the Act. For example, HS2 is not obliged to disclose personal data where it forms part of legally privileged communications.

Should anyone wish to make an application on behalf of any other person, HS2 requires an original signed letter of authorisation from that individual (the person who the information is about) expressly referring to the full scope of the relevant subject access request, and the individual / entity making the request on the individuals behalf. We will also require a copy of their identification documents as referenced above, as part of our standard procedures.

B. Right to Change Your Mind

If you are unhappy about HS2 use of your personal data or should you wish to change your mind in respect of the use of your personal data by HS2 for marketing purposes (e.g. receiving details of our

events, updates or comments), please contact the HS2 Data Protection Officer (see section 10 below).

Please note that it is not always possible to stop all processing of your personal data upon request, as there may be other fair and lawful reasons for continuing to process such details. It may also take HS2 a reasonable period to make any such changes after any request has been made and agreed.

C. Right to Request Corrections

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Please ensure that all details you choose to provide to HS2 are accurate and, if they should change, please update us as soon as possible. You are also entitled to ask HS2 to correct information held about you where you believe it is inaccurate. Should you have any queries or concerns in this regard, please contact the HS2 Data Protection Officer (see section 10 below).

8. How Long Does HS2 Retain Personal Data?

HS2 keeps personal data as long as is necessary for the particular purpose or purposes for which it is held. Our information is held in accordance with our Retention, Review and Disposal schedule, copies of which can be provided upon request.

9. Monitoring

HS2 may record and retain records of and/or monitor or access telephone calls, voicemails and messages, texts, emails and other electronic communications to and from the organisation in order to deter, prevent and detect inappropriate or criminal activity, to ensure security, and to assist the purposes described under section 1 above.

10. Contact Us

Any individual with concerns over the way HS2 handles their personal data may contact our Data

Protection Officer as below:

Email: HS2enquiries@hs2.org.uk

Mail:

Data Protection Officer,

High Speed Two Ltd

One Canada Square

London

E14 5AB