

TRINIDAD AND TOBAGO MINISTRY OF NATIONAL SECURITY PRIVACY POLICY

The following document sets forth the Privacy Policy associated with the use of the data collected by the Government of the Republic of Trinidad and Tobago as represented by the Ministry of National Security, Immigration Division (“MNS”) for processing personal information supplied through its travel document system. In all respects, this Privacy Policy shall be subject to the provisions of the Data Protection Act, Chapter 22:04 of the Laws of the Republic of Trinidad and Tobago or any statutory modification or re-enactment thereof.

The Privacy Policy for the travel document system sets out MNS's prevailing principles concerning the privacy of individuals.

The collection of personal information shall be treated as confidential to protect the rights of the applicant and the applicant's related parties. The following personal information has been classified in accordance with the Data Protection Act, Chapter 22:04, as any information about an identifiable individual which is recorded in any form including, but not limited to:

- information relating to the race, nationality or ethnic origin, religion, age or marital status of the individual;
- information relating to the education, medical, criminal, or employment history and earnings of the individual;
- the address and telephone/contact number of the individual; and
- any identifying number, symbol or other particulars designed to identify the individual.

This Privacy Policy regarding the privacy of any personally identifiable information which the applicant provides online covers four (4) main areas: Awareness, Choice, Security, and Oversight.

Awareness

MNS provides this Privacy Policy to make the user aware of its practices and the choices that can be made about the way personal information is collected and used. Therefore this policy is easily accessible on the MNS's homepage.

What we collect

When an applicant utilises the travel document system, MNS needs to know:

- Name;
- Date of birth;
- Residential address and email address;
- Phone numbers;

- Technical Data and Device information including but not limited to internet protocol (IP) address, login data, browser type and version, browser plug-in types and versions, operating system and platform; and
- Technical Usage Data including but not limited to information about how the user use the website.

How your information is used

For each visitor to access the travel document system, MNS expressly collects information that is nor personally identifiable information, including but not limited to browser type, version and language, operating system, pages viewed while browsing the site, page access times and referring website address. This information is used solely internally for the purpose of troubleshooting, gauging visitor traffic and trends.

Who with the information is shared with

MNS may share or transfer your information with other Ministries within the Government of Trinidad and Tobago, law enforcement and with MNS authorized service providers who act as data processors for MNS's benefit. Authorized service providers will be contractually obligated to comply with MNS's privacy policies, only be able to use the personal identifiable information for purposes authorized by MNS, and will be bound by the appropriate confidentiality agreements. Except as set out in this paragraph MNS will not sell, rent, license, or trade your personal identifiable information to third parties.

Choice

MNS will not use or share the personally identifiable information provided online in ways unrelated to what is stated above without first informing or obtaining the user's permission .

Security

MNS is committed to safeguarding the security of your information. In order to prevent unauthorized access or disclosure, maintain data accuracy, and ensure the appropriate use of information, your data is stored in a highly secure environment and access is restricted to legitimate users. Multiple layers of protection are used to guard against illegal access to data, such as Network and Application Firewalls, Passwords and Data Encryption.

Oversight

MNS designs, builds and runs its systems to ensure that your data is as safe as possible at every stage, both while being processed and when stored by MNS or its authorized service providers. MNS maintains its security audit to ensure that the application and your information are always secure.

Changes to this Privacy Policy

MNS reserves the right to make amendments to this Privacy Policy, however, if you have any questions or would like further information, please contact the MNS as follows: immigration.information@gov.tt