



**POLICE & CRIME
COMMISSIONER
for Leicestershire**

Your voice in Leicester,
Leicestershire & Rutland

Privacy Notice

Introduction

The General Data Protection Regulation and the Data Protection Act 2018, replaced the previous Data Protection Act 1998. These laws give more rights to you as an individual and more obligations to organizations holding your personal data.

One of the key rights enshrined in the legislation is a right to be informed, which means that the Office of the Police and Crime Commissioner (OPCC) must give you detailed information about the ways in which we use, share and store your personal information.

We may need to make changes to our Privacy Notice from time to time, so please continue to check our websites for updates. If there are important changes that affect the way we handle your personal data we will contact you directly where instructed to do so by the new legislation.

Who are we?

We are the office of the Police & Crime Commissioner for Leicester, Leicestershire and Rutland (the OPCC) which is the organisation in control of your personal information (the Data Controller). We obtain, hold, use and disclose (pass on) information about people, the steps taken to make sure that it is kept safe and secure, and we also explain your rights to you about your personal information that we hold.

The PCC is registered with the Information Commissioner as a 'Data Controller' and we make sure that the office of the PCC handles all personal information in accordance with the law. The PCC (and office of the PCC) takes this responsibility very seriously and takes great care to ensure that personal information is handled appropriately in order to have the public's trust and confidence in the PCC and the office of the PCC.

Your personal data – what is it?

Personal data is any information about a living individual which allows them to be identified from that data (for example a name, photographs, video, email or personal address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulations and other key legislation such as the Human Rights Act 1998. The Data Protection Act 2018 is the overriding applicable legislation concerning personal data.

The role of the Data Protection Officer

In accordance with the legislation the OPCC have appointed a Data Protection Officer to advise on all data protection compliance matters and to ensure that your individual rights are upheld.

Office of the Police and Crime Commissioner for Leicestershire

Police Headquarters, St John's, Enderby, Leicester LE19 2BX | Telephone 0116 229 8980

Email police.commissioner@leicestershire.pnn.police.uk | Web www.leics.pcc.police.uk



In order to be transparent, members of the public and organisations, can contact our Data Protection directly to discuss any data protection issues or concerns that they may have.

Our current Data Protection Officer is Steven Morris, Head of Information Management and his contact details are:

Tel: 0116 248 5222

Email – Steven.Morris@leicestershire.pnn.police.uk

The data we may collect about you.

In order to carry out our functions the OPCC may collect personal data about you which includes (but is not limited to) the following:

- Name, address and any other contact details such as email addresses and telephone numbers
- Employment documentation including previous employment history, references and educational history
- Gender, ethnicity, religion and nationality data
- Passport/Visa details
- Health and Disability Information
- Criminal antecedent history (where the information is necessary to carry out a legislative function).
- Complaint information
- Finance data to provide payments – e.g. to employees, contractors etc
- Additional information you provide
- Education and Training Details
- Certain manual files linked to the previous police authority

What is the legal basis for processing your personal data?

The Police and Crime Commissioner may process personal data for the following reasons:

- Where you have consented to provide us with the information
- The performance of a contract with you, the data subject, in order to assist you with your desire to work with the Police and Crime Commissioner.
- Where the processing is considered to be in the legitimate interest of the OPCC and its statutory functions



- Where a separate statutory basis allows for the processing of your personal data

Our Data Protection Obligations

The OPCC is required to comply with Data Protection Law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent manner
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Be accurate and up to date
- Kept only as long as is necessary to carry out our functions
- Storing your personal data in a secure manner and ensuring its secure destruction when it is no longer necessary to process your personal data.

For more information on the Data Protection legislation please visit the Information Commissioners Website which can be found [here](#)

Use of your personal information

Our main aim in gathering your personal information is to provide you with a customised service. If you fill your details in our contact us section we use your personal information in order that we can contact you and respond to any questions and needs that you may have. We use your personal information so that we can carry out your requests.

We may also use aggregate personal information and statistics for the purposes of monitoring website usage in order to help us develop the website and our services and may provide such aggregate personal information to third parties. These statistics will not include any data that can be used to identify any individual. If, at some time in the future, we wish to use your personal data in ways other than those set out in this privacy notice, then we will notify you about this and seek your permission to do so.

Sharing your personal information

The OPCC may share your information with Leicestershire Police in order to resolve any complaints or queries that you have raised with us directly. Further information sharing with Leicestershire Police may take place where there is a clear legal basis for doing so.

We may also engage the services of commercial companies to store and manage your information on our behalf. Where we have these arrangements, there is always a contract, memorandum of understanding or information sharing agreement in place to ensure the requirements of the Data Protection legislation are met.



Information will only be shared with other agencies where there is a clear legal basis for doing so and this will predominantly be undertaken with your consent.

We do not currently envisage our wishing to transfer personal information about you outside of the European Economic Area, but in the unlikely event we should wish to do so in future, we will only do so to the extent that it is permitted under all privacy and communications legislation applicable within the United Kingdom. Of course if we need your specific and express consent to do this, we will obtain it before transferring any personal information. In all cases, any use of your personal information by the OPCC will comply with this privacy policy.

How long do we keep your personal data?

Personal data will be kept in line with our retention policy which can be found on our website.

How do we keep your information secure?

We are committed to ensuring that your personal data is safe. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information that we hold about you. These include:

- Secure work areas
- Information security awareness for our staff
- Access controls on relevant systems
- Encryption of personal data
- Testing, assessing and evaluating the effectiveness of technical security controls

The internet is not a secure medium and The OPCC cannot absolutely guarantee the security of your personal information provided over the internet. However we have put in place various security measures as set out below. Our website and associated databases are protected by certified firewalls in order to protect your personal information from access by unauthorised persons and against unlawful processing. The website uses the latest technology with full backups. We also keep your personal information confidential. All outgoing and incoming email is scanned for viruses.

Your rights and your personal data

Right of Access

The most commonly exercised right is that used by individuals to obtain a copy, subject to exemptions, of their personal information processed by the PCC. Details of the application process, known as the 'Right of Access' can be found on our website at: <https://www.leics.pcc.police.uk/Have-Your-Say/Subject-Access-Request.aspx> This is free of charge.

If the request is considered excessive or for any further copies requested by you, we will either charge a reasonable fee based on our administration costs or we may refuse the request and give reasons for doing so. We will reply without delay and we will use all reasonable measures to



verify your identity if you request access to your personal information and we will send a final response within one month of receiving the request.

Right to Rectification

We want to make sure that your personal information is accurate and not out of date. You have the right to ask us for the rectification of inaccurate personal information concerning you. Taking into account our purposes for the holding and processing of your data, you have the right to have incomplete personal information completed, including any supplementary statement you wish to make for us to hold.

Your request should be sent in writing to the Office of the PCC and we will reply within one month of receiving your request. (See Contact us).

Right of Erasure ('Right to be forgotten')

You have the right to ask us to erase your personal information and we will do this without undue delay where your personal data is no longer necessary for the purpose that we were collecting and holding or processing it. This is subject to compliance with any legal obligation for us. We will also inform any third-party if we have shared your personal information, to inform them of the erasure.

Right to Restriction of Processing

You have the right to ask us for a restriction on the processing of your personal information if it is inaccurate, unlawful or we no longer need your personal information but we are required by you to store the data regarding a legal claim, or you object to our processing and whilst this is reviewed.

We can continue to store your personal information but we will be restricted to the ways that we can use it. Your request should be sent in writing to the Office of the PCC and we will reply within one month of receiving your request. (See Contact us).

Right to Data Portability

You have more access and control over what happens to your personal information.

You have the right to receive your personal data which you have provided to us and you have the right to directly transmit your personal data to another Data Controller (an organisation that controls personal information) without undue delay from us. This is only where you have given consent or contract for us to handle your personal information and the processing that we do is carried out in an automated way. This doesn't apply where we are acting under official authority or in the public interest.



Right to Object

You have the right to object to us on grounds relating to your particular situation, at any time, to the processing of your personal data concerning you which relates to where processing is necessary for the performance of a task carried out in the public interest or official authority for us; or provides the legal foundation of legitimate interests of us. We will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.

Automated Decision-Making, including Profiling

Please note that we do not do automated decision-making or profiling. However, for completeness we want to confirm this general right.

You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you. This right doesn't apply if it is necessary for entering into, or performance of, a contract between you and us as the Data Controller; or it is authorised by a Union or Member State law to which our Data Controller is subject and which also lays down suitable measures to safeguard your rights and freedoms and legitimate interests; or it is based on your explicit consent.

Right to request the Information Commissioner to assess our Processing

You can ask the Information Commissioner to make an assessment if you believe that you have been adversely affected by the handling of your personal information by us or if you believe that we have not complied with the requirements of Data Protection Law. You can directly contact the Information Commissioner using the contact details below.

Generally if you have any concerns about the way that your personal information is handled by us or the lawfulness, fairness or quality (accuracy, relevance, non-excessiveness) of your personal information then you are welcome to raise them with us in the first instance, in order to allow us to try and address your concerns. (See Contact us).

The Information Commissioner is the independent regulator responsible for enforcing Data Protection regulations and can provide useful information about the requirements and your rights. The Information Commissioner's Office may be contacted in the following ways:
Post: The Information Commissioner's Office, Wycliffe House, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113 (local-rate) or 01625 545 745 if you prefer to use a national-rate number.

Further Processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use. This will be provided prior to commencing the new processing and will set out the relevant purposes and processing



conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this privacy notice under regular review and we will place any updates on the website www.leics-pcc.police.uk