



Privacy Notice

The Police and Crime Commissioner for South Yorkshire, is committed to protecting your personal information.

This Privacy Notice contains important information about what personal details we collect; what we do with that information; who we may share it with and why; and your choices and rights when it comes to the personal information you have given.

The Office of the Police and Crime Commissioner - Who we are?

The Office of the Police and Crime Commissioner (OPCC) for South Yorkshire supports the Police and Crime Commissioner (PCC) to drive improvement in policing, crime and victims' services to help make South Yorkshire a safe place to live, learn and work.

Data Controller

The PCC is the 'Data Controller' and together with the Chief Executive and Solicitor (who is also the Monitoring Officer) exercises overall responsibility for the lawful processing of all personal data processed by the OPCC. He is advised and assisted by the 'Data Protection Officer' who provides professional support and guidance in relation to data protection law.

Our data protection number is ZA010196 which is renewed annually.

Data Protection Officer

Erika Redfearn
Office of the South Yorkshire Police and Crime Commissioner
Carbrook House
Carbrook Hall Road
Sheffield
S9 2EH

What is personal data?

Personal data is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR) and other legislation relating to personal data and rights such as the Human Rights Act 1998.

Why do we process your personal data?

The OPCC processes personal data for a variety of 'lawful purposes'. For example, we to:

- To gather the views of people about policy and crime services in the area
- Assist us in meeting our 'Legal Obligations' as employers and in fulfilling statutory duties
- To manage 'Contracts' with those who supply us with goods and services

Whose personal information do we hold?

To assist us in carrying out the duties listed above, the OPCC may obtain, use and disclose personal information relating to a wide variety of individuals including:



- Our staff, volunteers, seconded and temporary workers
- Suppliers
- Complainants, correspondents and enquirers
- Police, criminal justice, local authority and political partners
- Former and potential members of staff
- Potential grant recipients

What type of personal data do we process?

The type of personal data we hold will vary depending upon the reason you have contact with us but it may include:

- Personal details, such as your name or address
- Education and employment details
- Financial details
- Goods and service providers
- Family details
- Lifestyle and social circumstances
- Sound and visual images

We also process sensitive personal information which includes:

- Offences and alleged offences
- Disciplinary and misconduct allegations
- Criminal proceedings, outcomes and sentences
- Racial and ethnic origin
- Religious or similar beliefs
- Trade Union membership
- Physical or mental health and condition
- Information about victims of crime

We aim to use and retain the minimum amount of personal information necessary to fulfil a particular purpose. Your personal information may be held on a computer system, or in a paper record such as a physical file or a photograph.

Where do we get personal data from?

We gather personal information from a number of sources, including:

- Persons making an enquiry or complaint
- Employees of the OPCC
- Police Forces
- Criminal justice partners
- Fire services
- Healthcare services
- Local government
- Voluntary sector organisations



- Victim services
- Suppliers, providers of goods or services
- Association of Police and Crime Commissioners
- Independent Office for Police Conduct
- Her Majesty's Inspectorate of Constabulary and Fire and Rescue Service
- Central government, government agencies and departments
- Education, training establishments and examining bodies
- Commercial or financial organisations
- Legal representatives
- Regulatory authorities
- The media
- Commissioned services
- Outsourced providers working on our behalf

How do we handle your personal data?

We handle your personal information according to Part 2 of the UK Data Protection Act 2018 ('the Act'), which applies the EU's GDPR standards for the processing of data considered to be 'general data'.

The OPCC is committed to ensuring that the personal and sensitive information it holds about you is accurate, up to date, used only for the purpose intended and securely protected from inappropriate access.

We will regularly review your personal information and assess whether it is lawful for us to continue to retain it. When your information is no longer required for any purpose listed in this notice or there is no longer a lawful purpose for processing it, we will securely destroy it.

Who do we share your personal information with?

Your personal data is held securely on our computer systems, or in our physical files and is accessed by our staff, partners, contractors and volunteers when required to do so for a lawful purpose.

In order for the PCC to meet their statutory responsibilities and to offer most efficient and effective service to the public, we often need to work with partners. To ensure we can meet these duties, we may need to share your personal information with partners. These organisations may include:

- South Yorkshire Police and other police forces
- Criminal justice partners
- Outsourced providers working on our behalf
- Local government
- Central government
- Suppliers or contractors including survey organisations
- Commissioned services
- Victim support services
- Regulatory authorities
- The Media



We will ensure that only relevant information, with a specific purpose and circumstance will be disclosed to our partners (listed above).

How do we keep your personal information safe?

We use a variety of security measures, including encryption and access control, to help protect the security, integrity and availability of your information. We work hard to maintain physical, electronic and procedural safeguards to protect your information in line with the Act.

How long will you keep my personal data?

Personal data is kept in line with the OPCC Records Retention and Disposal Policy which is available on the website.

Cookies

Cookies are text files placed on your computer or mobile device to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the PCC website and to compile statistical reports on website activity.

You can set your browser not to accept cookies, although this may have an impact on some of our website features. To learn more about cookies and how to disable them, please see our Cookies Policy available on the website.

What are my information rights?

Your information rights under GDPR are:

Right to be Informed

The Office of the Police and Crime Commissioner must describe how we obtain, use and store your information and who we may share it with.

We have developed this Privacy Notice to explain how we will use your personal information and tell you what your rights are under the new legislation.

Right of Access

Commonly known as subject access, this right gives you access to your personal data and any supplementary information. There are some restrictions on this right.

Right to Rectification

You have the right to have inaccurate personal data rectified, or completed if it is incomplete.

Right to Erasure

This right is also known as 'the right to be forgotten'. You are entitled to request the deletion or removal of your personal data where it is no longer a lawful basis to continuing processing it.

Right to Restrict Processing

You have the right to 'block' or suppress the processing of your personal data. When processing is restricted, we are permitted to store your personal data, but not use it.



Right to Data Portability

The right to data portability allows you to obtain and reuse your personal data for your own purposes across different services.

Right to Object

This right gives you the right to object to the processing of your personal data. This effectively allows you to ask organisations to stop processing your personal data.

You have the absolute right to object to the processing of your personal data if it is for direct marketing purposes.

You can also object if the processing is for:

- A task carried out in the public interest or based on legitimate interests;
- The exercise of official authority vested in the organisation; or
- Scientific or historical research, or statistical purposes.

Rights Relating to Automated Decision Making

Automated individual decision-making is a decision made by automated means without any human involvement.

You have the right to object to profiling in certain circumstances.

How do I make a complaint to the Information Commissioner?

The information Commissioner's Office (ICO) is the UK's independent body set up to uphold information rights and ensure organisations are complying with data protection legislation. You have the right to lodge a complaint with them if you have concerns about how we have used your personal data.

ICO Helpline: 0303 123 1113

ICO Address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Changes to our Privacy Notice

We keep our privacy policy under regular review. This privacy policy was last updated on 11 February 2019.