

# **The Office of the Police & Crime Commissioner for Nottinghamshire**

## **PRIVACY NOTICE**

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### **Who are we?**

This Privacy Notice is provided to you by the Office of Police and Crime Commissioner for Nottinghamshire (hereafter the 'OPCCN').

The OPCCN is a corporation sole. It is a distinct legal entity from Nottinghamshire Police, as established through the Police Reform and Social Responsibility Act 2011.

Police and Crime Commissioners ensure the delivery of an effective and efficient policing service for their area, hold the Chief Constable to account for delivery of policing, sets the policing budget and policing precept, and publishes the priorities for their police force area through their Police and Crime Plan.

Such plans set out the Commissioner's ambitions for enabling community safety and criminal justice and responding to the needs and demands of communities, including recovery of victims of crime, and support to help

individuals desist from offending or reoffending. The plans also ensure that local and national priorities can be delivered through appropriate local resourcing, and that by monitoring delivery through a robust performance framework.

The Police Reform and Social Responsibility Act 2011 and Policing Protocol Order 2011 sets out the respective responsibilities of the Police and Crime Commissioner, and the Chief Constable/ police force. It enables information and cooperation to be provided to the Commissioner, and separately protects the operational independence of the Police; with the Chief Constable retaining direction and control of Nottinghamshire Police, including all staff and officers in their employment.

The Police and Crime Commissioner owns the policing estate and is responsible for statutory complaint reviews and complaints or conduct matters involving chief officers, but they may not intervene in operational policing matters.

### **Data Controller and Data Protection Officer**

The OPCCN is the Data Controller for any data we hold about you. We can be contacted through the following methods:

- In writing: Sharon Caddell, Chief Executive and Monitoring Officer, Office of the Police and Crime Commissioner for Nottinghamshire, Joint Headquarters, Sherwood Lodge, Arnold, Nottingham, NG5 8PP.
- Telephoning: 0115 844 5998
- Emailing: [Officepcc@notts.police.uk](mailto:Officepcc@notts.police.uk)

The Data Protection Officer for the OPCCN is Lauri Almond (IGS). She can be contacted by:

- Writing to: Office Manager, OPCCN, Joint HQ, Sherwood Lodge, Nottingham, NG5 8PP
- Telephoning: 0115 8445998
- Emailing: [Officepcc@notts.police.uk](mailto:Officepcc@notts.police.uk)

### **Our Detailed Service Privacy Notices**

This privacy notice is supplemented by detailed privacy notices for the specific services of our organisation. These include:

- [Employees, Volunteers & Recruitment](#)
- [Violence Reduction Partnership](#)
- [Interactions with the Public](#)
- [Corporate Services](#)

## **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 processing and will set out the relevant purposes and processing conditions. Where appropriate, we will seek your prior consent to the new processing.

## **Your rights regarding our use of personal data**

For your security, you will be asked to provide proof of your identity before we can process your request to exercise the rights set out below.

Subject to the lawful basis used for processing your personal data, you have the following rights with respect to your personal data.

### The right to access personal data we hold about you ('Subject Access Request')

At any point you can contact us to request the personal data we hold about you, as well as why we have that personal data, who has access to the personal data and where we obtained the personal data. Once we have received your request we will respond within one month.

There are no fees or charges for the first request, but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee or refused.

### The right to correct and update the personal data we hold about you

If the data we hold about you is out of date, incomplete or incorrect, you can inform us, and your data will be updated.

### The right to have your personal data erased

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request, we will confirm whether the personal data has been deleted or the reason it cannot be deleted (for example because we need it for to comply with a legal obligation).

### The right to object to processing of your personal data or to restrict it to certain purposes only

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

### The right to data portability

You have the right to request that we transfer some of your data to another controller. This right only applies to information processed in a fully automated way and under contract or with consent.

The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office at:

Writing: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Telephone: 0303 123 1113

Email: <https://ico.org.uk/global/contact-us/email>

### **Changes to this notice**

We keep this Privacy Notice under regular review and will place any updates on this webpage.

### **Service Privacy Notices**

Managing employment, recruitment, and volunteers

[Employment Records](#)

[Recruitment Records](#)

[Volunteer Records](#)

### **Employee Records**

We are required to maintain employee records for our staff, including pay and pensions. We also need to use personal data for a range of business activities, for example insurance, training, and communications. Staff images may also be captured through our surveillance activities to assure the security of our staff, the public, and our property. The type of information used in these activities includes:

- Name and contact details
- Date of Birth
- Financial details
- Vetting information
- Pensions data
- Payroll data
- References
- Performance data
- Next of Kin
- Digital Images

We may also need to use special category personal information, for example:

- Ethnicity

- Religion
- Health information
- Trade Union Membership
- Biometric Data

This information is generally provided by you, and sometimes it is provided by others, such as:

- Previous employers
- DBS service
- Occupational Health providers
- Government agencies such as DWP

OPCCN is the data controller for this information. Data processors support this activity through the provision of systems. For employees and applicants the legal basis we rely on when using this personal information is our employment Contract with you and Legal Obligation. The legal basis we rely on for the special category personal data are Employment, Social Security and Social Protection, Substantial Public Interest for ethnicity data and explicit consent for Biometric Data.

Sometimes we may share this personal information, for example with one or more of the following:

- Central and local government departments
- Health providers
- Regulatory bodies
- Professional Associations
- Disclosure and Barring service
- Insurance providers

This information will be retained for a minimum of 7 years from the end of the employment contract.

### **Recruitment Records**

We collect information when recruiting to vacant posts. The information is likely to include:

- Name
- Contact Details
- Education History
- Employment History
- Vetting information
- Referee Contact Details
- Proof of Identity (e.g. Driver's licence, passport)
- Proof of right to work in UK where required
- National Insurance Number
- Proof of professional qualifications

The records may also contain special category personal information, for example:

- Additional Needs (for interview purposes)
- Proof of right to work in UK where required

This information is generally provided by you, and sometimes it is provided by others, such as:

- Previous employers
- DBS service
- Occupational Health providers

OPCCN is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis's we rely on when using this personal information is Contract and Legal Obligation. The legal basis we rely on for the special category personal data is Employment, Social Security and Social Protection and Substantial Public Interest for ethnicity data.

Sometimes we may share this personal information, for example with one or more of the following:

- Health providers
- Referees
- Regulatory bodies
- Professional Associations
- Disclosure and Barring service

For unsuccessful candidates this information will be retained for a minimum of one year for non-statutory staff, and six years for statutory posts. Successful candidates' information will become part of their employee record (see first section of this notice – Employee Records).

### **Volunteer Records**

We sometimes have volunteers who support our services and communities, for example Custody Visitors and Animal Welfare Volunteers. We are required to collect some information about them, for example:

- Name and contact details
- Gender
- Date of birth
- Qualifications
- Licenses or certificates
- Vetting information
- Financial information (for expenses)
- Relationship information
- Education & Work history
- Next of Kin
- Digital Images (through CCTV systems)

OPCCN is the data controller for this information. Data processors support this activity through the provision of systems. Our legal basis for collecting and using this information is Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller, but where we collect vetting information, this is based on our Legal Obligation.

We will keep your information whilst you are volunteering and retain for six years after your last support activity.

We also use personal information to:

- help investigate any worries or complaints you have
- keep track of spending
- check the quality of education delivery; and
- to help with research and planning of new initiatives.

### **General Information**

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see our overarching privacy notice.

If you have concerns about how your personal data is being processed, please contact [Officepcc@notts.police.uk](mailto:Officepcc@notts.police.uk)

### **Violence Reduction Partnership**

The VRP is governed and enabled by the Office of Police and Crime Commissioner for Nottinghamshire (OPCCN), whose VRP team members coordinate the multi-agency partnership development and delivery work. Established in 2019, the VRP brings together specialists from public health, clinical commissioning, police local authorities, education and community organisations with a shared goal to reduce serious violent crime and the underlying causes countywide. This work is underpinned by the Police, Crime, Sentencing and Courts Act 2022. The focus of the VRP is on a whole system approach to violence reduction providing strategic leadership and coordination.

The VRP work in partnership to define and deliver projects aimed at reducing serious violent crime. The type of information used in these activities includes:

- Name and contact details
- Date of Birth
- Gender
- Homelife background
- Education information
- Health information
- Relationships information
- Offence data

We may also need to use special category personal information, for example:

- Ethnicity
- Religion
- Health information

This information is generally provided by members of the multi-agency partnership, and sometimes by the individual.

OPCCN is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis we rely on when using this personal information is Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller, through our statutory powers under the Police, Crime, Sentencing & Courts Act 2022. The legal basis we rely on for the special category personal data is Substantial Public Interest – 6. Statutory Purposes. Where we offer opportunities for support from our non-statutory community service providers, we will seek your consent to share relevant information with them. You can withdraw your consent for this sharing at any time.

Sometimes we may share this personal information, for example with one or more of the following:

- Central and local government departments
- Health providers
- Regulatory bodies
- Statutory Multi-agency partners
- Non-statutory service providers (with your consent)

This information will be retained for the duration of each project, and for evaluation purposes post project. Each statutory multi-agency partner will retain the data in line with their retention schedule. At the end of the retention period the data will be securely destroyed.

### **General Information**

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see our overarching privacy notice.

If you have concerns about how your personal data is being processed, please contact [Officepcc@notts.police.uk](mailto:Officepcc@notts.police.uk)

Interactions with the Public

[Enquiries & Complaints](#)  
[Surveys & Focus Groups](#)  
[Newsletters & Events](#)

### **Enquiries & Complaints**

If you contact us to make an enquiry or a complaint, to help us process your contact we will collect the following information:

- Name



- Contact Details
- Reason for the contact

Please note:

- If your enquiry relates to operational Policing matter, we will provide you with the contact details for Nottinghamshire Police and ask you to contact them directly.
- If you contact us regarding matters which are the responsibility of your local authority (such as parking, CCTV, or road signs) we will ask you to contact them directly.
- If you wish to complain about a Police Officer or member of Police staff, we will provide you with the contact details for the Professional Standards Department at Nottinghamshire Police and ask you to contact them directly.

All contacts are recorded on our system. The information we collect is provided by the individual making the enquiry. Our legal basis for collecting this data is Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Sometimes we may share this personal information to process your enquiry if your enquiry includes some aspects of operational policing. Where possible we will anonymise the information.

This information will be retained for six years after closure.

### **General Information**

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see our overarching privacy notice.

### **Surveys & Focus Groups**

We run surveys and focus groups to seek your views to help us understand how policing and other services are performing, and to help us plan and improve services. The information we will collect will include:

- Name
- Contact details
- Opinions and views

OPCCN is the data controller. We rely on your informed consent for these activities. Consent can be withdrawn at any time by contacting us.

This information will be retained for 6 years after closure.

### **General Information**

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see our overarching privacy notice.

## **Newsletters & Events**

The OPCCN maintain a database of stakeholder contacts. Stakeholders' contact details are publicly available so that they can be contacted in relation to their professional / public role (for example, Councillors, MPs, officers working in statutory or third sector organisations).

We may contact you to send you newsletters; alert you to campaigns, projects / initiatives and events which are relevant to your role; and to notify you of changes to our news, facilities, services and staff. The OPCCN will from time to time contact you directly regarding meetings or events which are relevant to your role.

OPCCN is the data controller for this information. Data processors support this activity through the provision of systems. Our legal basis for collecting and using this information is Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Members of the public wishing to be kept informed will be asked for their specific, informed Consent. Consent can be withdrawn at any time by contacting us.

This information will be retained for six years after closure.

## **General Information**

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see our overarching privacy notice.

## **Corporate Services**

We may use personal data whilst conducting our procurement, commissioning, or financial activities. These activities include:

- process applications/ bids for funding;
- contact you about anything relating to your grant / contract or the areas of interest set out in your application form;
- co-commission services;
- conduct due diligence;
- prevent and detect fraud and corruption in the use of public funds;
- meet legal or statutory obligations;

- meet transparency obligations;
- monitor and evaluate performance;
- plan the provision of services; and
- pay partners, beneficiaries and contractors.

The personal information we may need for these activities include:

- Name and contact details
- Financial details
- Performance

In some cases it may include special category information about:

- Ethnicity
- Religion
- Health

OPCCN is the data controller for this information. Data processors support this activity through the provision of systems. Our legal basis for collecting and using this information is either a Legal Obligation or Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. Where special category personal data is used, we will rely on Substantial Public Interest.

This information will be retained for seven years from last action.

### **General Information**

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see our overarching privacy notice.