



Privacy Notice

What information is held?

- Details of individuals who correspond with or enquire of the PCC or the Office of the Police and Crime Commissioner (OPCC).
- Victims, witnesses, relatives, guardians and associates of the individual concerned.
- Complainants.
- Offender or perpetrator information.
- Survey respondents.
- Individuals who apply for grants.
- Suppliers of goods and services.
- Those who make requests for information under Freedom of Information or Data Protection.
- Employee details including former and potential members of staff, volunteers, independent assurance panel members, advisers, consultants and other professional experts.

Why is it being held?

Personal information is held in order to assist the PCC to effectively carry out his statutory role and responsibilities; which are:

- Strategic Planning
- Holding the Chief Constable to Account, including complaint handling
- Partnership Working, including local criminal justice partners
- Appointment of statutory officers
- Appointment, suspension and removal of Chief Constable
- Information and Engagement
- Finance

The legislation that supports these functions is set out in the following:-

Lawful basis:-

Police & Social Responsibility Act 2011

Police Act 1996

The Accounts and Audit Regulations 2011

Local Government & Housing Act 1989 (S155)

Local Government & Finance Act 1988 Sec 112 & 114

Local Authorities (Goods & Services) Act 1970

Elected Local Policing Bodies (Specified Information Order 2011 and amendment order 2012, S1 2012 / 2479)

Police Pension Fund Regulations 2007

Police Pensions Act 1976

Freedom of Information Act 2000

Data Protection Act 1998



Employment Rights Act 1996
The Equality Act 2010
Common Law &
Related regulation

Who is collecting it?

- The PCC and staff within the OPCC receive / collect information, from a variety of sources during their day to day activities.
- Third parties and partner agencies.

How is it collected & stored?

- On computers, mobile devices and in paper records.
- The OPCC website may store or capture personal information (for example via complaints, feedback forms, on-line surveys and e-mail) in order to assist us to deliver or improve our services. The website will also log the user's IP address which is automatically recognised by the web server
- Cookies are used for collecting specific user information from the website, but only that which is required for system administration of the web server. More information about the cookies we use online can be found on our [cookies page](#).

We will use your information in a manner that conforms to the Data Protection Act 1998, and will endeavour to ensure that it is; kept up-to-date, protected appropriately, reviewed, retained and securely destroyed when no longer required. Please see the OPCC [Records Retention and Disposal Policy](#).

Who will it be shared with?

In order to progress the enquiry received from yourself via correspondence, we may need to share your information with the South Yorkshire Police (SYP). If there is a business need to share your data further with other third parties, we will not do so without your permission.

We may share details you provided as part of a grant funding application with SYP and/or other partners as part of the decision making process.

What do I do if I'm unhappy with how the OPCC is using my information?

You have the right to request that the OPCC stops holding your personal information at any time. Where possible we will seek to comply with your request but we may be required to hold or process your information to comply with a legal requirement. There may be situations where you find that the information we hold is no longer accurate and you have the right to have this corrected. You are also legally entitled to request a copy of any information that we hold about you – for further information please contact us by emailing:- info@southyorkshire-pcc.gov.uk



Who do I complain to if I am still unhappy?

You can also complain to the Information Commissioners Office (ICO) if you are unhappy with any aspect of how the OPCC uses your personal information.

ICO contact details are below:-

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire, SK9 5AF.
Telephone: 08456 306060 or 01625 545745
Website: www.ico.gov.uk