

How We Handle Your Personal Information

Introduction

The use and disclosure of personal information is governed in the United Kingdom by the Data Protection Act 1998 ('the Act')

This document explains how Surrey Police handle your personal information and obtains, holds, uses and discloses information and the steps we take to ensure that it is protected.

The Chief Constable of Surrey Police is registered with the Information Commissioner as a 'data controller' for the purposes of the Act. As such he is obliged to ensure that Surrey Police handles all personal information in accordance with the Act.

Surrey Police takes that responsibility seriously and takes great care to ensure that personal information is handled appropriately in order to secure and maintain individuals' trust and confidence in the force.

1. Why do we handle personal information?

Surrey Police gathers, holds, uses and discloses personal information for two purposes:

1.1) Policing Purpose: the prevention and detection of crime; apprehension and prosecution of offenders; protection of life and property; maintenance of law and order; also rendering assistance to the public in accordance with force policies and procedures

1.2) Provision of necessary services to support the policing purpose, including:

- Staff Administration
- Insurance Management; Internal review, accounting and auditing
- Legal Services, Health and Safety management
- Licensing and registration
- Management of complaints, public relations, advertising, media, journalism
- Management of finance and information technology systems
- Procurement; property management; Research including surveys
- Training; Security; Vetting; Procurement

2. Whose personal information do we handle?

Surrey will hold information relating to a range of individuals including Victims, witnesses, complaints, suspects and offenders, in connection with this Policing purpose as well as details of others who work for or with the Police.

Surrey Police will only use appropriate personal information necessary to fulfil a particular purpose or purposes. Personal information could be information which is held on a computer, in a paper record such as a file, as images, but it can also include other types of electronically held information such as CCTV images

3. What types of personal information do we handle?

Surrey Police may obtain, use and disclose personal information relating to or consisting of the following:

Personal details such as name, address and biographical details;

- Family, lifestyle and social circumstances;
- Education and training details;
- Employment details;
- Financial details; Goods or services provided;
- Racial or ethnic origin; Political opinions;
- Religious or other beliefs of a similar nature;
- Trade union membership;
- Physical or mental health or condition; Sexual life;
- Offences (including alleged offences);

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- Criminal proceedings, outcomes and sentences;
- Physical identifiers including DNA, fingerprints and other genetic samples;
- Licenses or permits held;
- Criminal Intelligence;
- References to manual records or files;

4. Where do we obtain personal information from?

Personal Information is obtained from a wide variety of sources, including:-

- Other law enforcement agencies;
- HM Revenue and Customs;
- International law enforcement agencies and bodies;
- Licensing authorities;
- Legal representatives;
- Prosecuting authorities;
- Defence solicitors;
- Courts; Prisons;
- Security companies;
- Partner agencies involved in crime and disorder strategies;
- Private sector organisations working with the police in anti-crime strategies;
- Voluntary sector organisations;
- Approved organisations and people working with the police;
- Independent Police Complaints Commission;
- Her Majesty's inspectorate of Constabulary;
- Auditors; Police Authority;
- Central government, governmental agencies and departments;
- Emergency services; Individuals themselves;
- Relatives, guardians or other persons associated with the individual;
- Current, past or prospective employers of the individual;
- Healthcare, social and welfare advisers or practitioners;
- Education, training establishments and examining bodies;
- Business associates and other professional advisors;
- Employees and agents of Surrey Police;
- Suppliers, providers of goods or services;
- Persons making an enquiry or complaint;
- Financial organisations and advisors;
- Credit reference agencies;
- Survey and research organisations;
- Trade, employer associations and professional bodies;
- Local government;
- Voluntary and charitable organisations;
- Ombudsmen and regulatory authorities;
- The media;
- Data Processors working on behalf of Surrey Police.
- Surrey Police **may** also obtain personal information from other sources such as its own CCTV systems, or correspondence.

5. How do we handle personal information?

In order to achieve the purposes described under Section 1 Surrey Police will handle personal information in accordance with the Act. In particular we will ensure that personal information is handled fairly and lawfully with appropriate justification. We will strive to ensure that any personal information used by us or on our behalf is of the highest quality in terms of accuracy, relevance, adequacy and non-excessiveness, is kept as up-to-date as required, is protected appropriately, and is reviewed, retained and securely destroyed when no longer required. We will also respect individuals' rights under the Act (see Section 8 below).

6. How do we ensure the security of personal information?

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We ensure that appropriate policy, training, technical and procedural measures are in place, including audit and inspection, to protect from misuse of our manual and electronic information systems. Access to information is only granted under strict guidelines and to what use may be made of any personal information contained within them. These procedures are managed and updated continuously to ensure up to date security.

7. Who do we disclose personal information to?

Surrey Police will also share information with partner agencies when the information is required to enable them to carry out their statutory responsibilities or where it is necessary to prevent harm to an individual or others. Any disclosure of personal information is carefully considered in accordance with legislation, policy and/or information sharing agreements.

Disclosures include to:

- The Data Subject
- Relatives, guardians or other person associated with the Data Subject
- Current, past or prospective employers of the Data Subject
- Healthcare, social and welfare advisers and practitioners
- Police Forces
- Local and central government
- The media
- Data Processors
- Law enforcement agencies
- Customs & Excise
- International law enforcement agencies/bodies
- Home Office police forces
- Regulatory bodies
- Licensing authorities
- Legal representatives
- Prosecuting authorities
- Defence solicitors
- Courts
- Prisons
- Security companies
- Partner agencies involved in crime and disorder strategies
- Private sector organisations working with police in anti-crime strategies
- Voluntary sector organisations
- Approved organisations and people working with police
- Police Complaints Authority

8. What are rights of individuals whose personal information is handled by Surrey Police?

- Individuals have the following rights:
 - Right to obtain a copy of their personal information held by Surrey Police
 - Right to prevent processing likely to cause damage or distress
- Right to Prevent Processing for the Purposes of Direct Marketing
- Rights in relation to automated decision-taking
- Right to take action for compensation if the individual suffers damage by any contravention of the Act by data controllers
- Right to take action to rectify, block, erase or destroy inaccurate data
- Right to request the Information Commissioner to assess a data controller's

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Subject Access

The Subject Access provisions of the Data Protection Act give an individual the right to have a copy of any personal data held about them. The Data Protection Act means that in certain circumstances Surrey Police may decide not to provide you with some personal data. For example, we will not provide personal data if we feel releasing it to you would be likely to prejudice policing purposes, and we may not provide you with information that identifies other individuals.

You have a right to be told whether Surrey Police holds any information about you (your 'personal data') and a right to be provided with a copy of that personal data within a 40 day period.

If you wish to exercise your right please complete this form carefully and follow the instructions regarding the £10 fee, proof of identity, and ways to return the form to Surrey Police.

Data Protection Access Form can be found on Surrey Police website by clicking http://www.surrey.police.uk/pdf/DP_Access_Form.pdf
Or in person collect it from Surrey Police Station or by phone on 01483 30727

Fee

Your Subject Access application will cost £10. You are encouraged to pay by cheque as regulations over the handling of cash may delay your application. Cheques etc. should be made payable to 'Surrey Police'. Postal Orders must be UK Postal Orders

Proof of identity

Surrey Police needs to be satisfied that you are who you say you are. Consequently Section 3 asks you to provide evidence of your identity and address by supplying copies of at least two official documents which between them provide sufficient information to prove your name, date of birth, current address and signature.

Returning this form

The completed form, with appropriate fee, proof of identity, date of birth and address documents should be returned to Surrey Police using any of the following methods:

Deliver in Person to any Surrey Police Station (not Headquarters)

Or post it to Surrey Police, PO Box 101. Guildford, GU1 9PE

Any queries contact Subject Access Officer by email: Subject Access or phone 01483630727

9. How long does Surrey Police retain personal information?

Surrey Police keeps personal information as long as is necessary for the particular purpose or purposes for which it is held. Personal information which is placed on the Police National Computer is retained, reviewed and deleted in accordance with agreed national retention period which are subject to period change.

Other records containing personal information relating to intelligence, custody, crime, firearms, child abuse investigations, domestic violence will be retained in accordance with the ACPO endorsed Guidance on the Management of Police Information 2006. This can also be found on the Home Office's website -

<http://www.crimereduction.homeoffice.gov.uk/policing21.htm>

10. Have you got any concerns regarding the way your personal information is handled by Surrey Police?

The Information Commissioner is the independent regulator responsible for enforcing the Act and can provide useful information about the Act's requirements. The Information Commissioner's Office may be contacted using the following:

The Information Commissioner's Office,
Wycliffe House,
Wilmslow,
Cheshire,

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SK9 5AF

Telephone: 01625 545700

Website: www.ico.gov.uk

10. Monitoring

Surrey Police may monitor or record and retain telephone calls, texts, emails and other electronic communications to the force in order to deter, prevent and detect inappropriate or criminal activity, to ensure security, and to assist the purposes mentioned above.

11. Contact Us

Any individual with concerns over the way Surrey Police handles their personal information may contact the Data Protection Unit as below: Email: Dataprotection@surrey.pnn.police.uk

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