



OFFICE OF THE POLICE & CRIME  
COMMISSIONER FOR NORFOLK

**POLICE AND CRIME COMMISSIONER**

**GENERAL DATA PROTECTION REGULATION**

**STATEMENT OF POLICY**

**Chief Executive**

**25 May 2018**

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## 1. Introduction

- 1.1. The Police and Crime Commissioner for Norfolk (the PCC) is a statutory role established by the Police Reform and Social Responsibility Act 2011. The role has been established as a corporation sole meaning that the PCC is a separate legal entity. Whilst the role, functions and powers of the PCC are set out in the 2011 Act, the Policing Protocol Order 2011 also helpfully summarises the requirements and responsibilities placed upon the PCC.
- 1.2. The PCC, in providing a service as a public authority on behalf of the public, processes personal information. In processing personal information the PCC must comply with the provisions of the General Data Protection Regulation (GDPR) (Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data) and other relevant data protection legislation.
- 1.3. This document sets out the PCC's general approach and policy to the processing of personal information for the purposes of carrying out his statutory role and responsibilities in compliance with the GDPR and other relevant data protection legislation. The policy has been informed by an information audit conducted by the Office of the PCC with the explicit purpose of establishing the personal information that is held by the PCC, why the information is held, from where it came, where it is stored and with whom the information is shared.
- 1.4. The GDPR contains a number of statutorily defined terms. Foremost is the term personal data. Personal data is essentially any information that allows a natural person to be identified.
- 1.5. The GDPR also uses the term data controller. This includes a public authority which alone or jointly with others determines the purposes and means of the processing of personal data. The PCC is a data controller for the personal data he collects to discharge his statutory purposes. Numerous obligations and responsibilities attach to the role of data controller. Insofar as they impact upon the PCC they are set out in this policy.
- 1.6. The GDPR also uses the further term of data processor. This term includes a person, public authority or other body which processes personal data on behalf of the controller. Responsibilities and obligations attach to this role also.
- 1.7. The term "processing" means any operation or operations performed upon personal data, whether automated or not. This includes collection, structuring, storage, retrieval, use, disclosure, dissemination or erasure. The processing of data must comply with a number of rules which are largely captured within the data protection principles. These rules are:
  - processing of personal data must be lawful and fair;
  - the security and confidentiality of personal data should be ensured;

- the purposes of processing should be explicit and legitimate;
- the personal data must be adequate, relevant and limited to what is necessary;
- the storage of data must be limited to established minimum lengths of time;
- reasonable steps should be taken to ensure the data are accurate and up to date;
- it should be transparent to the data subject that their personal data is being processed and the purposes and extent should be understood;
- the risks, rules and safeguards in respect of the processing should be apparent to the data subject along with their rights and how to exercise them.

1.8. In summary, the PCC is a data controller for the purposes of the GDPR. The PCC both controls and processes personal data in the exercise of his statutory functions and the conduct of his business. This policy explains how he will do this.

## **2. Relationship with Norfolk Constabulary**

- 2.1. The PCC, whilst a separate legal entity to the Chief Constable of the Norfolk Constabulary, has a close day-to-day working relationship with the Chief Constable. The Chief Constable is also a corporation sole. The relationship between the PCC and the Chief Constable is defined within the Police Reform and Social Responsibility Act 2011 and The Policing Protocol Order 2011.
- 2.2. The PCC and Chief Constable have agreed to work together in co-operation to ensure the effective and efficient delivery of policing services. The PCC's Scheme of Governance and Consent 2017 which is a foundation of the Governance Framework between the PCC and Chief Constable provides that, notwithstanding their separate legal identities as corporation sole, it is acknowledged that they have such interdependence as to require the sharing of significant areas of business support. Accordingly the sharing of business support, for example, Finance/Payroll, HR, ICT, Performance, Consultation, Legal, Vetting, is a co-operative arrangement for the effective delivery of business support essential to the operation of both corporation sole. By its very nature, the delivery of business support by the Chief Constable to the PCC means that personal data under the control of the PCC is processed by the Chief Constable. This is regulated by an agreement between the two corporation sole; between data controller and data processor.
- 2.3. In some circumstances the PCC will receive personal data from the Chief Constable where the Chief Constable is a data controller in order for the Chief Constable and PCC to discharge both their statutory obligations. This includes personal data where relevant to any aspect of the statutory arrangements between PCC and Chief Constable. One such example is in relation to Police Appeals Tribunals. This is also regulated by the agreement between the PCC and Chief Constable.

- 2.4. The relationship between the PCC and Chief Constable is such that, as appropriate, the policies of the Chief Constable are taken to apply within the Office of the Police and Crime Commissioner (OPCC).

### 3. The Data Collected and Held by the PCC

- 3.1. The PCC, as compared with other public authorities, collects a relatively small amount of personal data. The data he collects and holds is to enable the PCC to perform his statutory functions. The PCC and staff within the OPCC do not collect any data other than that used to discharge the statutory functions of the PCC and the OPCC. The personal data that is routinely collected and held can be categorised as follows and as relating to:

- Appointments to paid roles –
  - Chief Constable;
  - Audit Committee Members;
  - Legally Qualified Chairs;
  - Independent Members of Misconduct Panels;
  - Employees of the PCC.
- Appointments to volunteer roles –
  - Custody Visitors.
- Contacts with whom the PCC liaises for the purposes of governance, dissemination of information, public and business meetings, surveys and consultations.
- Correspondents who write to the PCC.
- Complainants against the PCC, Chief Constable, or any of those appointments listed above.
- Applicants for any of the appointments listed above.
- Police Appeals Tribunals.
- Miscellaneous personal data received from the Chief Constable in the discharge of the PCC's statutory responsibilities.

In relation to this personal data the PCC is a data controller. This is because he determines what data to collect and how it will be processed.

- 3.2. Information that is held concerning some of these categories comprises data that has been provided by the individuals themselves, or where ensuing inquiries have been made, the Chief Constable or referees (in the case of applications for roles).
- 3.3. Information relating to the paid appointments and volunteer roles at paragraph 3.1 is shared with the Chief Constable as described at paragraph 2.2. This includes

for purposes relating, where appropriate, to finances and payroll, pension, HR, ICT and vetting. Information relating to correspondents and complainants at paragraph 3.1 may also be shared with the Chief Constable in order to enable the PCC to discharge his statutory roles. This includes dealing with complaints and providing the link between the police and communities. As indicated the data shared with the Chief Constable is regulated by an agreement. Information relating to complaints about the PCC may be shared with the Police and Crime Panel and their offices to enable the Police and Crime Panel to discharge its statutory role. This is done in compliance with the governing statutory regime.

- 3.4. Information relating to the Legally Qualified Chairs and Independent Members of Misconduct Panels is common to the PCCs within the Region. The PCCs work together jointly to appoint and maintain Regional Panels of Legally Qualified Chairs and Independent Members. To this extent the PCCs are all data controllers. This should be regulated by agreement.
- 3.5. Appropriate personal data relating to Legally Qualified Chairs, Independent Members of Misconduct Panels, Audit Committee Members, Employees, Custody Visitors is shared between each respective category where that is necessary to enable contact and interaction for the benefit of the particular business area. This is to be made clear as appropriate to all relevant categories of data subject.
- 3.6. Personal data relating to those areas described at 3.1 above are held by the PCC in hard copy, on site at the OPCC at Wymondham or in storage, on the Information and Communications Technology computer drive system and in Outlook, the latter two of which are provided by the Chief Constable through the Norfolk Constabulary's ICT system. The ICT delivered by the Norfolk Constabulary is a secure system governed by the policies of the Norfolk Constabulary.
- 3.7. Where the PCC or his staff become aware that any personal data passed to a third party is inaccurate, that third party must be advised of the inaccuracy so that it can correct its own records.

#### **4. Legal Foundation for Processing Personal Data**

- 4.1. The data referred to in paragraph 3.1 above as collected by the PCC is necessary for compliance with legal obligations to which he as controller is subject.
- 4.2. By legislation, associated guidance or codes of practice the PCC is required to appoint a Chief Constable, Audit Committee members, Legally Qualified Chairs, Independent Members of Misconduct Panels and Custody Visitors. He is required to provide the link between the police and communities as well as working with partners and therefore can reasonably be expected to hold personal data in relation to the performance of these functions. He has responsibility for complaints against the Chief Constable; he may receive complaints about himself; and his Chief Executive is responsible by delegation from the Police and Crime Panel for the initial receipt and handling of complaints about him as PCC. The

PCC's staff and his statutory officers derive their authority to act on his behalf by their appointment by the PCC and through the operation of legislation and the PCCs Scheme of Governance and Consent.

- 4.3. The PCC employs staff to statutory and other roles within his office, acting through statutory powers vested in him as PCC. In this regard data processing is necessary for the entering into and purpose of the employment contracts.
- 4.4. The PCC discharges a number of statutory responsibilities and where he has a duty to act. This can involve the processing of personal data.
- 4.5. The processing of the personal data as referred to above therefore satisfy the criteria for lawfulness of processing under the GDPR because its processing is necessary for compliance with a legal obligation to which the PCC as data controller is subject, and further, where appropriate, this position is fortified by either implied or actual consent. The legal support for collecting and processing the data is set out in Appendix A.
- 4.6. The PCC performs statutory functions and derives his authority from legislation. As such he has a legal foundation for processing personal data. The corollary of that is that neither the PCC nor OPCC should be involved in the processing of personal data either electronically nor otherwise that is not connected or associated with the PCC or OPCC functions. For example personal business which is non-PCC/OPCC business should not be transacted through the ICT systems provided by the Constabulary and used by the PCC and OPCC.

## **5. Privacy Notices**

- 5.1. Transparency and providing accessible information to individuals about how their personal data will be used is a key element of the GDPR. The most common way to provide this information is in a privacy notice.
- 5.2. Accordingly when data is collected from an individual they must be informed about what the PCC will do with their personal data. Individuals will require to be provided with a privacy notice which sets out all the privacy information that is made available to an individual when information is collected from them.
- 5.3. A privacy notice for the PCC should contain an explanation of:
  - The identity and contact details of the PCC as data controller and collector of the data;
  - The purposes and legal basis for processing the data (i.e. why is the data being collected);
  - How the data will be used;
  - Who the data will be shared with and why;
  - How long the data will be retained;
  - Individual rights under the GDPR.

- 5.4. A privacy notice will be required to be issued to data subjects. This includes those who apply for appointments (whether eventually appointed or not), contacts, correspondents and complainants, and as described at paragraph 3.1 above. In the case of applicants for appointments this requirement will arise at the point of application. In the case of others this will arise at the earliest available opportunity. In the case of those who apply for appointment, the PCC also infers implied consent to process personal data for the purposes of considering appointment, and if appointed, the subsequent discharge of the appointment duties and associated matters.
- 5.5. On the introduction of the GDPR the PCC will consider the need to issue privacy notices to existing data subjects. A reasonable approach is considered to be to issue to those who hold appointments and contacts as described at paragraph 3.1 above.
- 5.6. A generic privacy notice for those who apply for appointments can be found at Appendix B. This notice should be used for issue to all data subjects who apply for appointment (whether eventually appointed or not) at the point of application.
- 5.7. In view of the arrangements described at paragraph 2.2 above, the personal data of some data subjects will of necessity, as explained at paragraph 3.3 above, be required to be shared with the Chief Constable and Norfolk Constabulary. This will be explained in the privacy notice.

## **6. Consent**

- 6.1. In instances, for example, where a correspondent is raising issues about the PCC and/or the Constabulary, the form of privacy notice may need to be adapted for the purposes of obtaining consent in order to process their information. This section deals with situations where consent may be necessary or desirable.
- 6.2. Where consent is considered to be required from an individual in order to process their information the PCC will need to explain to the individual what is being asked of them and why. Consent is likely to be required where a correspondent is raising an issue with the PCC that requires information from or a response from the Constabulary. Alternatively it may be required where information or a response is required from any other third party. The seeking of consent will go hand-in-hand with providing a privacy notice. Where there is the choice whether an individual's personal data is referred to the Constabulary or other third party it is important to make sure the individual has a choice and an opportunity to exercise it. Clearly refusal to give consent may prevent the PCC from giving or facilitating an appropriate response to a correspondent.
- 6.3. Accordingly in circumstances where it is necessary to pass personal data on to a third party to enable the PCC to respond to a correspondent or other individual in the performance of his statutory functions the PCC will seek consent using clear and plain language.



- 6.4. Whilst the consequences of not giving consent may be that the PCC cannot respond to a correspondent or individual as fully as may be possible the decision not to give consent needs to be made from a fully informed position. Consent will also be revocable and this needs to be explained in the form of consent.
- 6.5. The form of privacy notice providing for consent to be used for correspondents and complainants is found at Appendix C. This will operate for appropriate correspondents and complainants from 25 May 2018.
- 6.6. The form of privacy notice providing for consent to be used for contacts is found at Appendix D.
- 6.7. It must be remembered that the burden will be on the PCC as data controller to demonstrate, where consent is the legal basis for processing, that the consent was given. Accordingly the data subject will be required to advise their consent in writing.

## **7. Contracts and Commissioning**

- 7.1. In the arrangements between the PCC and Chief Constable, set out in the Scheme of Governance and Consent, for the purposes of contracts and procurement, the PCC has overall responsibility for property and contracts. The PCC through the Scheme of Governance and Consent has granted consent to the Chief Constable for the daily administration of contracts in accordance with Financial Regulations and Contract Standing Orders. All contracts are required to be entered into in the name of the PCC.
- 7.2. The Chief Constable therefore has responsibility for the daily administration of contracts. The PCC requires the Chief Constable to ensure that all existing and future contracts are GDPR compliant. In this regard appropriate due diligence is undertaken by the Chief Constable's procurement function. Whereas the PCC is the data controller in relevant contracts, by virtue of his letting a contract or call-off from a Framework Agreement, the Chief Constable will also be a data controller/data processor. This is provided for in the agreement between the PCC and Chief Constable.
- 7.3. In some instances the PCC himself may pass personal data under his control to a contractor. In that situation the PCC must ensure as data controller that where personal data is passed to a data processor, the contract ensures that the data processor complies with their GDPR responsibilities and obligations in accordance with Article 28 of the GDPR.
- 7.4. The PCC has power to arrange for the provision of services that secure the reduction of crime and disorder or help victims, witnesses and others affected by offences and anti-social behaviour. It is unlikely that any GDPR issues arise for the PCC as data controller as the external organisations who are commissioned to provide such services are not using PCC data to meet the PCC's purpose. Notwithstanding this position, the services must be arranged under an agreement

that places specific conditions on the external organisation that in relation to the service being commissioned the external organisation must ensure that any data processing carried out will meet the requirements of the GDPR and ensure the rights of the data subject. The standard form conditions for commissioning awards are appended at Appendix E.

## **8. Data Retention and Storage**

- 8.1. Data retention is a form of data processing and as such is subject to all the requirements applicable to the specific purposes for which it was collected.
- 8.2. Data subjects must be informed of the retention of their data and their rights in relation to it (see section 9 below).
- 8.3. The retention periods for data processed by the PCC are set out in Appendix F. For any personal data not covered by Appendix F, the retention periods in the policies of the Chief Constable will be applied (see section 2.4 above). Data retained by the PCC will be regularly reviewed for consideration of accuracy, relevancy, GDPR compliance and deletion. Any inaccurate personal data shall be erased or rectified. For purposes of deletion personal data will not generally be retained beyond the time where the purpose for the data processing (including its retention) has ended. Retention should not be for longer than is necessary and consideration as to retention should be given against the time limits in Appendix F. If data is retained beyond the period specified in Appendix F the justification shall be recorded.
- 8.4. Data shall be stored in the ICT system whose use is provided to the OPCC by the Chief Constable, manual records or long term storage (Deep Store) and where appropriate levels of security are afforded to the personal data, using appropriate technical or organisational measures, to ensure there is no unauthorised or unlawful processing and accidental loss, destruction or damage.

## **9. Individual Rights of the Data Subject**

### *Rights of Access*

- 9.1. An individual who makes a written request is entitled to be told whether or not any of their personal data is being processed. If this is the case then the individual is entitled to be advised of the description of the personal data, the purposes for which it is being processed, recipients, retention periods and rights of rectification, erasure, restriction and objection. A data subject has a right to be given a copy of the information comprising the data, and given details of the source of the data.
- 9.2. Where access is requested all reasonable measures to verify the identity of the data subject should be adopted before access is given.

- 9.3. The first copy of information provided in response to a subject access request must be provided free of charge. Thereafter a reasonable fee that reflects administrative costs may be charged.
- 9.4. Where the request is excessive or repetitive, either a fee can be charged in respect of administration costs or the request can be refused. In the case of the latter, the reasons must be provided to the data subject. Information about their right to make a complaint to the Information Commissioners Office must also be provided with this communication.
- 9.5. Subject access requests must be responded to without delay and no later than a month after receipt of the request.

#### *Right to Rectification*

- 9.6. The data subject has the right to require a data controller to rectify any errors in their personal data. The response to the exercise of this right must be within a month of being notified of it.
- 9.7. If no action is being taken in response to the request, the data subject must be informed of this as well as their right to lodge a complaint with the Information Commissioners Office.
- 9.8. Third parties to whom the personal data has been disclosed should also be informed of the exercise of this right.

#### *Right to Erasure*

- 9.9. The data subject has the right to require a data controller to delete their personal data if the continued processing of those data is not justified. This will involve consideration of whether the organisation has a lawful basis for processing the personal data.

#### *Right to Restrict Processing*

- 9.10. Data subjects may not be entitled to require the data controller to erase their personal data, but may be entitled to limit the purposes for which the controller can process those data. This may occur where the accuracy of the data is contested, the processing is unlawful but the data subject requests restriction instead of deletion or where the data is no longer required by the data controller but the data subject requires it for the establishment, exercise or defence of legal claims.

#### *Right to Data Portability*

- 9.11. The data subject has the right to transfer their personal data between controllers. This right may only be exercised where the legal foundation is consent or

contract. It does not apply where the controller is acting under official authority or in the public interest.

- 9.12. Data subjects have the right to receive personal data relating to them in a structured, commonly used, machine readable format to enable them to keep, use or share it with a third party or another controller. The right can be exercised by requesting one controller to provide it directly to another. The right only applies where the personal data is in electronic form.

*Right to Object*

- 9.13. A data controller must have a lawful basis for processing personal data. However, where that lawful basis is either “public interest” or “legitimate interests”, these lawful bases are not absolute, and data subjects may have a right to object to such processing. The right to object is a conditional right and can be refused if legitimate interests or public interest override the data subject’s rights or where the processing is for the establishment, exercise or defence of a legal claim.

*Right to Not be Evaluated on the Basis of Automated Processing*

- 9.14. Data subjects have the right not to be evaluated in any material sense solely on the basis of automated processing of their personal data.

## **10. Data Breaches**

- 10.1. In the case of a personal data breach, the data controller shall without undue delay and, where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the Information Commissioner’s Office, unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons. Where the notification is not made within 72 hours, it shall be accompanied by reasons for the delay.
- 10.2. When the personal data breach is likely to result in a high risk to the rights and freedoms of natural persons, the data controller shall communicate the personal data breach to the data subject without undue delay. The communication should include the nature of the breach and recommendations for mitigating adverse effects.
- 10.3. Any suspected personal data breach shall be notified to the Data Protection Officer (see section 11) without delay for consideration of action.

## **11. Data Protection Officer**

11.1. The PCC has designated the Chief Executive as the Data Protection Officer to take responsibility for data protection compliance within the OPCC.

## **12. Policy Review**

12.1. The Chief Executive is authorised by the PCC to keep this policy under continuous review and to revise and reissue the policy as he considers necessary.

Mark Stokes  
Chief Executive

25 May 2018

**Basis for PCC Controlling and Processing Personal Data**

- 1 Appointments (and Applications to Appointment)
  - Chief Constable
    - Section 38, Police Reform and Social Responsibility Act 2011
  - Audit Committee Members
    - The Financial Management Code of Practice for the Police Forces of England and Wales (Home Office, 2013)
  - Legally Qualified Chairs
    - Regulation 25, Police (Conduct) Regulations 2012
  - Independent Members
    - Regulation 25, Police (Conduct) Regulations 2012
  - Employees of the PCC
    - Schedule 1, Police Reform and Social Responsibility Act 2011, implied consent and contract.
  - Custody Visitors
    - Section 51, Police Reform Act 2002
- 2 Contacts
  - The Policing Protocol Order 2011 and consent
- 3 Correspondents
  - The Policing Protocol Order 2011 and consent (where appropriate)
- 4 Complainants
  - The Policing Protocol Order 2011 and consent (where appropriate)
- 5 Police Appeals Tribunals
  - Section 85, Police Act 1996 The Police Appeals Tribunals Rules 2012
- 6 Miscellaneous Personal Data
  - Police Reform and Social Responsibility Act 2011
  - The Policing Protocol Order 2011



# OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

## **EU General Data Protection Regulation (GDPR) Privacy Notice**

### **Applications for Appointment**

The Police and Crime Commissioner for Norfolk (PCC) is a data controller for the purposes of the GDPR. In the discharge of his statutory functions he of necessity collects personal data from data subjects.

The PCC in pursuance of his statutory functions makes appointments relating to the Chief Constable, the PCC's statutory officers, his employees, the Audit Committee, Legally Qualified Chairs and Independent Members of Misconduct Panels and Custody Visitors. In order to make these appointments he requires access to the personal data of applicants. The data collected in the application process will be used to make appointment decisions. In the case of unsuccessful applicants the data will be retained and disposed of in accordance with the time period specified in the PCC's GDPR Policy (available on the PCC website). Where an applicant is successful the applicant's data will be retained and disposed of, again in accordance with the time period in the GDPR policy. Personal data obtained from successful applicants will be used to facilitate the successful delivery of the appointments. It will be shared with the Chief Constable and Norfolk Constabulary in order to deliver where appropriate the functions relating to service delivery, HR, pension, payroll, ICT and vetting and such other necessary functions. Appropriate personal data such as contact data will also be shared within the functional groupings of appointees in order to facilitate the more efficient performance of the statutory functions requiring to be performed. In the case of Legally Qualified Chairs and Independent Members of the Eastern Region Panels appropriate personal data will be shared with other Regional PCCs, Chief Constables and Constabularies.

Your personal data will only be reasonably used to enable the discharge of statutory functions. The PCC has adopted a GDPR Policy which sets out his approach to handling personal data. It is available through the PCC's website or alternatively a copy may be requested by contacting the PCC at the address below.

A data subject has the following rights under the GDPR:

- The right of access to their personal data;
- The right to require a controller to rectify errors in their personal data;
- The right to require a controller to delete their personal data if the continued processing of those data is not justified;
- The right to restrict the controller in the processing of their personal data;
- The right to transfer their personal data between controllers where appropriate;
- The right to object to the processing of their data in certain circumstances;
- The right not to be evaluated on the basis of automated processing.

These rights are explored in more detail in the PCC's GDPR Policy.

The contact details for the PCC are:

Office of the Police and Crime Commissioner for Norfolk  
Building 8, Jubilee House  
Falconers Chase  
Wymondham  
NR18 0WW

Tel: 01953 424455

Email: [OPCCN@Norfolk.pnn.police.uk](mailto:OPCCN@Norfolk.pnn.police.uk)

Web: [www.norfolk-pcc.gov.uk](http://www.norfolk-pcc.gov.uk)

Chief Executive  
May 2018





## OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

### **EU General Data Protection Regulation (GDPR) Privacy Notice and Consent**

#### **For use with Correspondents and Complainants**

Before the PCC may exercise his responsibilities with you as a correspondent and/or complainant, please indicate in writing by email or letter to the PCC that you agree to the processing and sharing of your personal data as set out below. If you choose, you may revoke your consent at any time in writing by email or letter.

The Police and Crime Commissioner for Norfolk (PCC) is a data controller for the purposes of the GDPR. In the discharge of his statutory functions he of necessity collects personal data from data subjects.

The PCC in pursuance of his statutory functions receives and responds to correspondence from members of the public, and receives complaints about the Chief Constable, Constabulary, himself and others. This means that he will receive and process personal data relating to these data subjects. In some instances in order to respond to correspondence and deal with complaints the PCC will need to pass that personal data on to a third party, such as the Chief Constable or the Constabulary, in order to obtain information to inform a response to the issue being raised. In these instances there is effectively a choice for a data subject as to whether a data subject's personal data is passed on to a third party. Clearly refusal to give consent to pass the data to a third party may prevent the PCC from giving or facilitating an informed response to a correspondent or complainant.

Accordingly in the case of correspondents and complainants the PCC seeks explicit consent to process their personal data to enable a response to be given and further, consent to share their personal data with a third party, as set out above, where appropriate, in order to facilitate or enable that response.

Your personal data will only be reasonably used for purposes of the PCC discharging his statutory functions. The PCC has adopted a GDPR Policy which sets out his approach to handling personal data. It is available through the PCC's website or alternatively a copy may be requested by contacting the PCC at the address below.

A data subject has the following rights under the GDPR:

- The right of access to their personal data;
- The right to require a controller to rectify errors in their personal data;
- The right to require a controller to delete their personal data if the continued processing of those data is not justified;
- The right to restrict the controller in the processing of their personal data;
- The right to transfer their personal data between controllers where appropriate;
- The right to object to the processing of their data in certain circumstances;
- The right not to be evaluated on the basis of automated processing.

These rights are explored in more detail in the PCC's GDPR Policy.

The contact details for the PCC are:

Office of the Police and Crime Commissioner for Norfolk  
Building 8, Jubilee House  
Falconers Chase  
Wymondham  
NR18 0WW

Tel: 01953 424455

Email: [OPCCN@Norfolk.pnn.police.uk](mailto:OPCCN@Norfolk.pnn.police.uk)

Web: [www.norfolk-pcc.gov.uk](http://www.norfolk-pcc.gov.uk)

Chief Executive  
May 2018



## OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

### EU General Data Protection Regulation (GDPR) Privacy Notice and Consent

#### For use with Contacts

Before the PCC may exercise his responsibilities with you as a contact, please indicate in writing by email or letter to the PCC that you agree to the processing of your personal data for contact purposes as set out below. If you choose, you may revoke your consent at any time in writing by email or letter.

The Police and Crime Commissioner for Norfolk (PCC) is a data controller for the purposes of the GDPR. In the discharge of his statutory functions he of necessity collects personal data from data subjects.

The PCC in pursuance of his statutory functions collects the personal contact data of data subjects with whom he liaises for the purposes of governance, dissemination of information, public and business meetings, surveys and consultations.

The PCC seeks explicit consent from such data subjects to process their personal data as above.

Your personal data will only be reasonably used for purposes of the PCC discharging his statutory functions. The PCC has adopted a GDPR Policy which sets out his approach to handling personal data. It is available through the PCC's website or alternatively a copy may be requested by contacting the PCC at the address below.

A data subject has the following rights under the GDPR:

- The right of access to their personal data;
- The right to require a controller to rectify errors in their personal data;
- The right to require a controller to delete their personal data if the continued processing of those data is not justified;
- The right to restrict the controller in the processing of their personal data;
- The right to transfer their personal data between controllers where appropriate;
- The right to object to the processing of their data in certain circumstances;
- The right not to be evaluated on the basis of automated processing.

These rights are explored in more detail in the PCC's GDPR Policy.

The contact details for the PCC are:

Office of the Police and Crime Commissioner for Norfolk  
Building 8, Jubilee House  
Falconers Chase  
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Chief Executive  
May 2018

**Standard GDPR Conditions for Commissioning Awards**

- 1 The grant recipient will, in relation to the service being commissioned, ensure that any data processing that is carried out to deliver the service meets the requirements of the General Data Protection Regulation or other relevant data protection legislation, and further ensure that the rights of the data subject are delivered.
- 2 The grant recipient will be expected to evidence their compliance as appropriate with the GDPR and such other relevant legislation if asked to do so by the PCC.

## 1. Police and Crime Commissioner Business

<b>Business Function</b>	<b>Records</b>	<b>Retention</b>
<b>Meetings</b> (electronic and hard copy)	Minutes, agendas and reports	Permanent
<b>Decisions</b> (electronic and hard copy)	Decisions (and associated papers) and decisions log	Permanent
<b>Regional PCC meetings, Collaboration, Partnership and external meetings</b> (where the PCC owns the record – electronic and hard copy)	Reports	Permanent
	Supporting documentation	6 years
<b>Regional PCC meetings, Collaboration, Partnership and external meetings</b> (where the PCC does not own the record – electronic and hard copy)	Reports	4 years
	Supporting documentation	4 years
<b>PCC Planning and Reporting</b> (electronic and hard copy) (hard copy comments/amendments)	Police an Crime Plan	Permanent
	Business Plans	Permanent
	Strategy Plans and Policies	Permanent
	Annual Reports	Permanent
<b>Appointment of Chief Constable</b>	Advertisements – electronic	6 years
	Application forms – unsuccessful – hard copy	1 year
	Personnel files – hard copy including interview reports	6 years after last pension payment
<b>Leaving of Chief Constable</b> (hard copy)	Resignation, redundancy, dismissal, death, retirement	6 years after termination or, if pension paid, 6 years after last pension payment
<b>Complaints against Chief Constable</b> (hard copy)	Correspondence	6 years
<b>Complaints against OPCC Officers</b> (hard copy)	Correspondence	6 years
<b>Data Protection</b>	Subject access requests	2 years
<b>Correspondence</b>	Correspondence – electronic and hard copy	2 years

<b>Business Function</b>	<b>Records</b>	<b>Retention</b>
<b>Independent Custody Visiting Scheme</b>	Visitors report and Co-ordinator meeting notes	5 years
	ICV Expenses	5 years
	Custody Visitor details – hard copy	2 years after end of appointment
	Applications (unsuccessful)	1 year
	Scheme Handbook	Until superseded
<b>Freedom of Information (for FOI requests where exemptions apply – see section 10. General)</b>	Correspondence – electronic	5 years from end of any appeal in relation to FOI request

## 2. Consultation, Engagement, Media and Public Relations

<b>PCC's Public Facing Function</b>	<b>Records</b>	<b>Retention</b>
<b>Community Engagement</b> (electronic)	Strategies and Correspondence	4 years
<b>Public Consultation</b> (electronic and hard copy)	Strategy, records, correspondence, minutes and supporting papers	4 years after collation of data
<b>Media relations</b> (electronic)	Press Releases	3 years
	Strategy	3 years
<b>Marketing</b> (electronic)	Developing and promoting of OPCCN events	2 years
	Information about OPCCN	Until superseded

## 3. Police and Crime Commissioner

<b>PCC's Standards</b>	<b>Records</b>	<b>Retention</b>
<b>Expenses</b> (hard copy and electronic)	Expense claims	6 years after leaving
<b>Register of Interests and Hospitality</b> (hard copy and electronic)	Disclosable Interests	Permanent
	Register of Gifts and Hospitality	Permanent
<b>Code of Conduct</b> (hard copy and electronic)		2 yrs. after office ends

#### 4. Office of the Police and Crime Commissioner Internal Management and Administration

Internal Management and Governance Function	Records	Retention
<b>Governance Framework</b> (hard copy and electronic)	Scheme of Governance	Permanent
	Delegation of Functions	Permanent
	Terms of Reference	Permanent
	Standing Orders/Financial Regulations	Permanent
<b>Police Performance Monitoring</b> (electronic)	Monthly/Quarterly/Annual Statistics	5 years
	PCC response to HMIC Reports	5 years
<b>Joint Audit Committee</b> (electronic and hard copy)	Minutes, agendas, reports	Permanent
	Annual Audit Letter	6 years
	External Audit reports	6 years
	Internal Audit reports	6 years
	Terms of Reference	6 years
	Personnel files including appraisal notes	6 years following Member's departure
	Allowance claims and register of interests	Destroy following Member's departure
<b>Risk and Issues</b>	Risk register	2 years
<b>Information Management</b> (electronic)	Record of transfer to archives/disposal	Permanent
<b>Diaries and Calendars</b>	Electronic and Manual	3 years

#### 5. Property and Land Management

Property and Land Management	Records	Retention
<b>Insurance</b> (electronic)	Insurance policies / correspondence	7 years after term expires

#### 6. Police and Crime Panel

Police and Crime Panel	Records	Retention
<b>PCC Scrutiny</b>	Confirmation hearing paperwork	6 years
	Complaints handling	6 years



## 7. Office of the Police and Crime Commissioner – Human Resources

HR Function	Records	Retention
<b>OPCCN Recruitment including Chief Executive, Chief Finance Officer, Monitoring Officer and s151 Officer</b> (hard copy)	Application forms (unsuccessful)	1 year
	Leavers	6 years
	Completed vetting forms (unsuccessful)	Immediately after completion of recruitment process
	Application forms (successful) and interview notes	4 years
	Completed vetting forms (successful)	Upon termination of employment
<b>OPCCN staff/officers – HR records/personnel files</b> (electronic and hard copy)	Staff sickness	2 years
	Performance reviews/training/grievances/appeals	6 years from leaving date
	Leave Records	2 years
	Time Off In Lieu (TOIL) Records	2 years
<b>Policies and Procedures</b> (electronic/hard copy)	Policies and Procedures	Until superseded
<b>Health and Safety</b>	Risk Assessment	Until superseded
	Accidents at work	6 years

## 8. Police and Crime Commissioner – Legal and Contracts

Legal and Contracts Function	Records	Retention
<b>Litigation</b> (electronic and hard copy)	Correspondence	7 years after last action
	Criminal and civil case files	7 years after last action
<b>Legal Advice</b> (electronic and hard copy)	Correspondence	3 years
<b>Signed Agreements</b> (electronic and hard copy)	Service level agreements	6 years after agreement expires
<b>Police Appeal Tribunals</b> (electronic)	Correspondence, reports, agendas, minutes, records of PAT cases etc.	6 years
<b>Sealing Register</b> (hard copy)		Permanent
<b>Asset Acquisition/Disposal</b> (electronic and hard copy)	Legal documents relating to purchase/sale	6 yrs (12 years if over £50k)
	Leases	6 yrs (12 years if over £50k)
	Tender documents	6 yrs (12 years if over £50k)
<b>Police Medical Appeals</b>	Correspondence, reports, agendas, minutes	6 years

## 9. Finance

<b>Financial Management</b>	<b>Records</b>	<b>Retention</b>
<b>Annual Reports</b> (electronic and hard copy)	Annual statement of accounts	Permanent
<b>Financial Strategy</b>	Medium Term Financial Strategy	Until Superseded and for 5 years
<b>Treasury Management</b>	Treasury Management Strategy and Outturn Report	1 year
<b>Asset monitoring and maintenance</b> (electronic)	Asset Registers	Destroy 7 years after end of financial year
	Inventories / Stocktaking	Destroy 2 years after admin use
	Acquisition and disposal reports. Service/maintenance records	Destroy 7 years after sale or disposal
<b>OPCC Budget Setting</b> (electronic)	Final annual report	Permanent
	Draft budget and estimates	4 years after budget set
	Budget monitoring	Destroy after following years budget adopted
<b>OPCC Expenditure</b> (electronic)	Invoices / receipts / bank statements / vouchers / ledgers / write off of Public monies	7 years after end of financial year
<b>Funding agreements</b>	Funding agreement documents	6 years plus current year
<b>Commissioning</b>	Service provider reports	5 years
<b>Grants</b> (electronic)	Awarded	5 years
	Not Awarded	2 years
	Received	5 years
<b>Precept</b> (council tax)	Precept charges	6 years plus current financial year

10. General

Function	Records	Retention
<b>Independent Members – Misconduct Hearings, LQCs etc.</b>	Appointment process	6 years after leaving
	Expenses/Allowances paid	6 years after leaving
<b>Freedom of Information (FOI) request where exemptions apply, complaints or appeals are made</b> (electronic)	<p>Request for Information dealt with under the provisions of the Freedom of Information Act 2000 where:</p> <p>The records are subject to exemptions (partially or wholly),            A Public Interest Test has been formally applied,            A complaint has been made to the PCC about the application of exemptions or handling of the request,            A complaint has been made to the Information Commissioner about the handling of the request</p>	<p>The request itself, associated records, and any records to which the request applies should not be destroyed until the PCC is satisfied that requestor does not wish to pursue an appeal or the appeal process has been exhausted. The documentation should remain current for a year from the last action and then closed for one further year, then destroyed if no further activity has occurred. Should an activity occur within that period, the documentation should become current again.</p>