



Mae'r ddogfen hon ar gael yn Gymraeg yn ogystal â Saesneg.

This document is available in Welsh as well as English.

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## PRIVACY NOTICE

This privacy notice tells you about what personal details we collect, what we do with your information, who we may share it with and why and your rights over the information you have given us.

### Who are we?

The Office of the Police and Crime Commissioner for Dyfed-Powys (OPCC) provides support to the Police and Crime Commissioner (PCC) for Dyfed-Powys in carrying out his duties and responsibilities which include holding the Chief Constable for Dyfed-Powys to account for the delivery of local policing, setting and updating a police and crime plan, setting the budget and the precept and engaging with the public and communities within Dyfed-Powys.

The **Data Controller** is the Police and Crime Commissioner and as such has overall responsibility for the lawful processing of all personal information we process. The PCC is assisted by the Data Protection Officer who provides advice and guidance in relation to data protection law.

The **Data Protection Officer** is Neil Evans.

The **Senior Information Risk Owner** is Carys Morgans

### Where are we based?

You can contact us

By email:

[opcc@dyfed-powys.police.uk](mailto:opcc@dyfed-powys.police.uk)

By telephone:

01267 226440

By post:

Office of the Police and Crime Commissioner for Dyfed-Powys

PO Box 99

Llangunnor

Carmarthen

SA31 2PF

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### What is personal data?

The UK General Data Protection Regulation (UK GDPR) defines personal data as “any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

### What personal information do we collect?

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

- Your name and address
- 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
- Offences and alleged offences
- Criminal proceedings, outcomes and sentences
- Sound and visual images, including photographs of staff and officers
- References to manual records or files
- Information relating to safety and health
- Complaint, incident, civil litigation and accident details

### Why do we collect this information?

We collect information in order to provide a service to the public in accordance with our policies, procedures and the PCC’s statutory duties.

This service will include:

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- Management of complaints and queries
- Recruitment
- Staff administration, occupational health and welfare
- Management of public relations, journalism, advertising and media
- Management of finance
- Internal reviews, accounting and auditing
- Training
- Estates management
- Insurance management
- Vehicle and transport management
- Payroll and benefits management
- Vetting
- Management of information technology systems
- HR management
- Legal services
- Information provision
- Licensing and registration
- Pensions administration
- Performance management
- Procurement
- Planning
- Security
- Health and safety management

### Whose information do we collect?

In order to carry out the purposes described above Dyfed-Powys Police and Crime Commissioner's office may obtain, use and disclose personal information relating to a wide variety of individuals including:

- Our staff, officers, volunteers, agents, temporary and casual workers
- Suppliers
- Complainants
- Correspondents, litigants and enquirers
- Advisers, consultants and other professional experts
- Relatives, guardians and associates of the individual concerned
- Former and potential members of staff, pensioners and beneficiaries

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- Our Commissioned Services
- Recipients of grants

### Where do we get your personal information from?

To carry out the purposes we have described we may obtain personal information from a wide variety of sources, including:

- Dyfed-Powys Police
- HM Revenue and Customs
- Legal representatives and Solicitors
- Courts
- Voluntary sector organisations
- Independent office for Police Conduct (IOPC)
- Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS)
- Auditors
- Police and Crime Commissioners
- Central government, governmental agencies and departments
- Relatives, guardians or other persons associated with an individual
- Current, past or prospective employers of individuals
- Healthcare, social and welfare advisers or practitioners
- Education, training establishments and examining bodies
- Business associates and other professional advisors
- Employees, officers and agents of Dyfed-Powys Police and Crime Commissioner
- Suppliers, providers of goods or services
- Persons making and enquiry or complaint
- Financial organisations and advisors
- Credit reference agencies
- Survey and research organisations
- Trade union, staff associations and professional bodies
- Local government
- Voluntary and charitable organisations
- Ombudsmen and regulatory authorities
- The media

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### What is our lawful basis for using your information?

The OPCC will not process your information unless it has a lawful basis to do so, as set out within the UK General Data Protection Regulation. These are:

- **Consent** – the individual has given clear consent for you to process their personal data for a specific purpose
- **Contract** – the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract
- **Legal obligation** – the processing is necessary for you to comply with the law (not including contractual obligations)
- **Vital interests** – the processing is necessary to protect someone's life
- **Public task** – the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law
- **Legitimate interests** – the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. This does not apply if we are processing data to perform our official tasks

### Who do we share your personal information with?

To carry out the purposes described, Dyfed-Powys Police and Crime Commissioner may disclose personal information to a wide variety of recipients, where necessary, including those from whom personal data is obtained. This may include:

- Support Services for Victims and Offenders
- Bodies or individuals working on our behalf such as IT contractors or survey organisations
- Local government
- Central government
- Ombudsmen and regulatory authorities
- The media
- Health Care Providers
- Dyfed-Powys Police

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Disclosures of personal information are made on a case-by-case basis, only relevant information, specific to the purpose and circumstances, will be disclosed and with necessary controls in place.

We will not share your information with any third parties for the purposes of direct marketing.

Dyfed-Powys Police and Crime Commissioner will also disclose personal information to other bodies or individuals when required to do so, this could be under an act of legislation, by a rule of law, or by court order. This may include:

- Child Maintenance Service
- Children and Family Court Advisory Services
- Home Office
- Courts
- Any other Regulatory Body who can demonstrate that there is a legitimate purpose for the processing of your personal data

Dyfed-Powys Police and Crime Commissioner may also disclose personal information on a discretionary basis for the purpose of, and in connection with, any legal proceedings or for obtaining legal advice.

### **How do we keep your information safe?**

Dyfed-Powys Police and Crime Commissioner takes the security of all personal information under our control very seriously. We will comply with the relevant parts of the legislation relating to security, and seek to comply with relevant parts of the ISO27001 Information Security Standard.

We will ensure that appropriate policies and training, as well as technical and procedural measures are in place. These will include, but is not limited to, ensuring our buildings are secure and protected by adequate physical means. The areas restricted to our police officers, staff and partner agencies staff is only accessible by those holding the appropriate identification, and have legitimate reasons for entry.

We carry out regular audits and inspections, to protect our manual and electronic information from data loss and misuse, and only permit access to them when there is a legitimate reason to do so. Our standard operating procedures and policies contain strict guidelines as to how any personal information contained within them may be used. These procedures are reviewed regularly to ensure our security of information is kept up-to-date.

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### How long do we keep personal information?

Dyfed-Powys Police and Crime Commissioner keeps your personal information for as long as is necessary for the particular purpose or purposes for which it is held.

Records that contain your personal information processed for “general data” purposes will be managed in accordance with the Dyfed-Powys Police and Crime Commissioner Retention and Disposal Policy.

### What are your information rights?

An area of change in the new Data Protection Act relates to individuals’ rights, the law clarifies and extends rights which existed under the Data Protection Act 1998, as well as introducing some additional ones.

Your information rights will depend on the reasons why and how your information was collected and why it is being used.

Your information rights in relation to personal data, considered as “general data” are:

**Right to be informed** – This places an obligation upon Dyfed-Powys Police and Crime Commissioner to tell you how we obtain your personal information and describe how we will use, retain, store and who we may share it with.

**Right of Access** – This is commonly known as subject access and is the right which allows your access to your personal data and supplementary information, however it is subject to certain restrictions.

**Right to Request Rectification** – You are entitled to have personal data rectified if it is inaccurate or incomplete.

**Right to Erasure** – The right to erasure is also known as ‘the right to be forgotten’. This right enables you to request the deletion or removal of personal data where there is no compelling reason for its continued processing.

**Right to Restrict Processing** – Individuals have a right to ‘block’ or suppress processing of personal data. When processing is restricted, organisations are permitted to store the personal data, but not further process it.

**Right to Data Portability** – The right to data portability allows you, in some instances, to obtain and reuse your personal data for your own purposes across different services.

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**Right to Object** – Individuals have the right to object to:

- The Processing of your personal data based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling)
- The processing of their personal data for direct marketing (including profiling)
- The processing of their personal data for the purposes of scientific/historical research and statistics

**Rights Relating to Automated Decision Making** – Automated individual decision making and profiling is a decision made by automated means without any human involvement.

### **If you are not satisfied**

Dyfed-Powys Police and Crime Commissioner sets very high standards for the collection and appropriate use of personal data and take any complaints very seriously. We would like you to bring to our attention any instance where you believe the use of data is unfair, misleading or inappropriate. Please contact our Data Protection Officer in the first instance.

If you remain dissatisfied after contacting our Data Protection Officer, you can lodge a complaint with the Information Commissioner:

Information Commissioner's Office – Wales  
2<sup>nd</sup> Floor, Churchill House  
Churchill Way  
Cardiff  
CF10 2HH

Telephone: 01625 545297

Fax: 029 2067 8399

Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)

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