



## **Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough- Privacy Notice**

### **Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address).

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

### **When do we collect information about you?**

We collect information about you when you enter into the Police and Crime Commissioner’s grant bidding process or enter into a contract for the provision of services.

We also collect information when you register with us to participate in events and activities, voluntarily complete surveys, provide feedback to consultations, or contact us in relation to a complaint or service dissatisfaction against Cambridgeshire Constabulary or the Chief Constable of Cambridgeshire Constabulary.

### **How do we collect information about you?**

This depends upon the reason for us having the information. In many cases you will provide the information yourself because you have contacted us in the course of one of our statutory functions. In other cases we may receive your information from one of the organisations we set out in the ‘How will we use the information about you’ who we might have reason to share your personal information with.

### **What information do we collect about you?**

Typically to include: names, titles, photographs, contact details such as telephone numbers, addresses, and email addresses. Where they are necessary for the functions of the Commissioner, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, family composition and dependants. Where they are necessary for the functions of the Commissioner, the personal information we process may include sensitive or other special categories of personal information such as criminal convictions or allegations, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic information, biometric information, information concerning your sexual life or orientation.

### **How is the data 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.

## **How will we use the information about you?**

We collect information about you to process your enquiry, manage your bid and contract and, if you have subscribed, email you about other events and activities that we think may be of interest to you.

Cambridgeshire OPCC will not share your information for any purpose with other organisations or companies.

Other Data Controllers we work and share data with and the lawful basis includes:

- Local authorities (lawful basis “public tasks”)
- Cambridgeshire Constabulary, Bedfordshire Police and Hertfordshire Constabulary (lawful basis “public tasks”)
- Community groups (lawful basis “public tasks”)
- Contractors (legal basis “contractor”)

In processing any bid for a contract to provide services, we may share your details with the Cambridge Constabulary and send your information to credit reference agencies and fraud prevention agencies.

## **Communication and Engagement**

We would like to send you information about events and services of ours and other providers that support the work of the OPCC and Constabulary which may be of interest to you. If you have consented to receive correspondence of this type, you may opt out at any time and you have a right at any time to stop us from contacting you for this purpose.

If you no longer wish to be contacted for communication and engagement purposes, please email [cambs-pcc@cambs.pnn.police.uk](mailto:cambs-pcc@cambs.pnn.police.uk)

## **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email, verbally via the telephone or write to us at the following address:

Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough

PO Box 688, Huntingdon,

PE29 9LA

Tel 0300 333 3456

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

## **Changes to our Privacy Notice**

We keep our Privacy Notice under regular review and we will place any updates on this web page. This Privacy Notice was last updated in May 2018.

## **How to contact us**

Please contact us if you have any questions about our Privacy Notice or information we hold about you via the following email address: [cambs-pcc@cambs.pnn.police.uk](mailto:cambs-pcc@cambs.pnn.police.uk).