

Office of the Police and Crime Commissioner for Gwent Police

Communication and Engagement 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 we are

The Office of the Police and Crime Commissioner for Gwent (OPCC) provides support to the Police and Crime Commissioner (PCC) in carrying out his duties and responsibilities which include holding the Chief Constable for Gwent 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 Gwent.

The OPCC is the data controller for the personal information we process, unless otherwise stated.

You can contact us in a number of ways

By email: Commissioner@gwent.pnn.police.uk

By telephone: 01633 642200

By post: Office of the Police and Crime Commissioner for Gwent
Police Headquarters
Turnpike Road
Croesyceiliog
Cwmbran
NP44 2XJ

The Data Protection Officer (DPO) is Joanne Regan. She can be contacted via the details above. Please mark all correspondence for the attention of the DPO.

Our core data protection obligations and commitments are set out in our primary privacy notice.

Purpose of this privacy notice

This privacy notice is to advise you of how your personal information will be dealt with (processed) by the OPCC and your rights in relation to the processing of personal data in relation to communications and engagement. It describes the types of information we collect about you and how that is used and shared specifically in relation to this area of our work.

The OPCC is a separate organisation to Gwent Police. For further information on Gwent Police and their Data Protection Officer, please visit their [website](#).

What information do we collect?

We collect a range of information about you. This can include:

- your name, address and contact details, including email address, telephone number, date of birth, age and occupation;
- Photographs;
- Video footage;
- Information you have provided via surveys;
- Demographics data although this is anonymised – we are not able to identify you from it; and
- Case studies on you if you have been involved in a project that has been supported by the OPCC

We collect this information in a variety of ways such as via email, letter, social media, directly from you, from forms you complete such as electronic sign up forms for newsletters, surveys, face-to-face at events.

Using your personal data

We use your personal data for the following purpose(s):

- Managing, responding and recording enquiries from businesses, media and the general public;
- To ensure the safe delivery of events in conjunction with external organisations such as Gwent Police and Local Authorities;
- Conducting consultations which may use information to target specific groups of people;
- Collating information to run reports to monitor trends or identify key themes;
- Distributing information to you in a variety of formats that you have consented to receive;
- Communicating with you on social media;
- Communicating with you about matters of public interest;
- Creating a case study (with your consent) for a project you may have been involved in; and
- In the case of photos and videos, with your consent we may use these to create communications products such as social media posts, leaflets and reports.

No automated decision making/profiling is undertaken with your data.

What is the legal basis for processing your personal data?

The legal basis for processing your personal information is:

- You or your legal representative have given consent
- Where it is necessary to fulfil the tasks in the public interest or exercise of authority vested in the organisation
- To comply with a legal obligation

Sharing your personal data

Your information may be shared internally within the OPCC and with Gwent Police.

International Transfers

Our newsletter is produced via MailChimp, as such when you sign up to our newsletter, personal data in the form of your email address is stored on the MailChimp servers which are situated in the United States. MailChimp is part of the EU-US Privacy Shield framework which places requirements on US companies certified by the scheme to protect personal data to similar levels as if it was transferred within the European Economic Area (EEA).

How long do we keep your personal data?

Personal data is kept in line with our retention policy (pages 5 and 6). <https://www.gwent.pcc.police.uk/en/transparency/publications/records-management-policy-statement-and-retention-and-disposal-schedule/>

The OPCC retention policy has been drafted in line with the National Police Chief's Council (NPCC) guidance on the retention of police records as well as with best practice guidance issued by the National Archives.

How do we keep your information secure?

The OPCC takes the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Your rights in relation to your personal data

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

- Your right of access
- Your right to rectification
- Your right to erasure
- Your right to restriction of processing.
- Your right to object to processing
- Your right to data portability

Further information in relation to these rights can be found in our general privacy notice.

Changes to this Privacy Notice

We keep our privacy notice under regular review to make sure it is up to date and accurate.

If you are not satisfied

We set 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. We also welcome any suggestions for improvement. Please contact our Data Protection Officer for the OPCC 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
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH

Telephone: 01625 545297

Fax: 029 2067 8399

Email: wales@ico.org.uk

5th June 2020