

Office of the Police and Crime Commissioner for Gwent Police
Privacy Notice for Joint Audit Committee Members, Independent
Misconduct Panel Members, Legally Qualified Chairs and
Volunteers

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 Chief Executive of 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.

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 that processing.

It is important to note that Gwent Police undertake all payroll functions on behalf of the OPCC and as such, your personal data will be shared between both organisations. Your personal data will be processed on behalf of the OPCC, by Gwent Police, in order that any allowances and/or expenses you are entitled to claim can be paid to you.

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 which will differ depending on which role you perform. This can include:

- your name, address and contact details, including email address, telephone number, date of birth and gender;
- details of your qualifications, skills, experience and employment history;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, gender, disability and religion or belief;
- information about any remuneration you are entitled to receive;
- details of your bank account and national insurance number;
- information about your vetting and criminal record;
- photographs for your staff identification badge;
- details discussions had with you about any concerns that may have been raised;
- assessments of your performance, training you have participated in, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;
- details of political affiliations;
- welsh language (in line with Welsh Language Standards) and other language ability.

We collect this information in a variety of ways. For example, data is collected through application forms, obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during your role with the OPCC; from correspondence with you; or through interviews, meetings or other assessments. In some cases, we collect personal data about you from third parties, such as references supplied by your employers.

As part of your role for the OPCC, you will be required to undertake a vetting process. This requirement may be repeated periodically during your employment depending on your role. Any vetting checks we conduct will be in line with the College of Policing, Vetting Approved Professional Practice.

What is the legal basis for processing your personal data?

We need to process your personal data in order to enter into a contract with you for the role you undertake for the OPCC and to meet our obligations under this contract. For example, we need to process your data in order to pay you in accordance with this contract.

In some cases, we need to process data to ensure that we are complying with our legal obligations such as checking entitlement to work in the UK.

Being appointed as a Joint Audit Committee Member, Independent Misconduct Panel Member, Legally Qualified Chair or Volunteer, you provide your consent for us to process your personal information to enable your participation on the relevant scheme with which you are involved.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to people with disabilities and for health and safety purposes).

Where we process other special categories of personal data, such as information about ethnic origin, sexual orientation, gender, health or religion or belief, this is done for the purposes of equal opportunities monitoring.

Sharing your personal data

Your information will be shared internally within the OPCC, with relevant Gwent Police employees associated with the Schemes and with the Gwent Police Payroll department and with South Wales Police who administer the Fully Integrated Resource Management System (FIRMS) via which some roles have their expenses paid.

We share your data with third parties in order to obtain references from employers and obtain necessary criminal records checks from the Disclosure and Barring Service.

If your role requires wider government vetting we may provide your email address and other personal information such as your name, date of birth and passport number to United Kingdom Security Vetting (UKSV) who will contact you to complete the appropriate vetting application, UKSV will be the data controller for any additional information you provide to them.

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

How long do we keep your personal data?

Personal Data is kept in line with our retention policy.

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. Access to your personal data is limited to specific teams or individuals.

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

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