

WILTSHIRE POLICE

DATA PROTECTION ACT 2018 (DPA'18) and General Data Protection Regulation (GDPR)

What is Data Protection?

The DPA'18 and GDPR together with the Computer Misuse Act 1990 affects every member of Wiltshire Police, including police officers, PCSOs, police staff (including volunteers) , and the special constabulary.

The purpose of the DPA'18 and GDPR is to regulate the use of processed information relating to living individuals. The legislation places an obligation on those who use and record personal data. The legislation sets out the principles which establish enforceable standards for obtaining, holding, using or disclosing information as well as requiring appropriate security. The Computer Misuse Act introduces the power to prosecute individuals who deliberately, and without authority, access and/or misuse computer systems. Section 170 of the DPA'18 makes it an offence, where you knowingly or recklessly obtain, disclose or procure the disclosure of personal data to another person without the consent of Wiltshire police.

Wiltshire Police recognises the sensitivity of personal information and it's duty in respect of data held by the Force. Our main purpose (policing purpose) for holding data is to prevent and detect crime; apprehend and prosecute offenders; protection of life and property; maintenance of law and order, and rendering assistance to the public in accordance with Force policies.

The Data Protection Principles:

Both the DPA'18 and GDPR set out the principles, which establish enforceable standards for obtaining, holding, using or disclosing information as well as requiring appropriate security, which those responsible for the information must follow; the principles are listed below:

- (a) processed **lawfully, fairly** and in a transparent manner in relation to the data subject
- (b) collected for **specified, explicit and legitimate purposes** and not further processed in a manner that is incompatible with those purposes.
- (c) **adequate, relevant** and limited to what is **necessary** in relation to the purposes for which they are processed
- (d) **accurate** and, where necessary, **kept up to date**;
- (e) **kept** in a form which permits identification of data subjects for **no longer than is necessary** for the purposes for which the personal data are processed;
- (f) processed in a manner that **ensures appropriate security of the personal data**, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Your Responsibilities:

As a Wiltshire police employee you will have access to personal data (information about people). You are expected to respect the confidentiality of personal information whether computerised (email, niche, STROM, etc) or not (Pocket note book, manual crime files etc) , and adhere to the following:

- You may only access, use and disclose data from police systems **for official police purposes**. (the policing purpose)
- Stick to the **Data Protection Principles**.
- Maintain accuracy of the data you enter into computers.
- Comply with procedures for disclosing information.
- Read and comply with the following policies:

Force Information Security policy.

Acceptable Use of Email, the Internet and Fixed & Mobile Telephones policy.

(Further information is available from either the Professional Standards Department or the Protective Security Manager)

Data Protection policy.

Information Sharing policy.

Freedom of Information Policy.

Acceptable use of Force Systems Policy

(Further information is available from the FDU)

All of the above Policies can be found on both the Wiltshire police internet and the internal intranet.

REMEMBER: HANDLE ALL PERSONAL DATA WITH CARE

Further advice can be obtained through the Force Disclosure Unit based at HQ:

General Enquiries: ext 62005

Email: disclosure@wiltshire.pnn.police.uk



Passwords

- Passwords are your personal access into a computer so keep them Confidential.
- They can be used to record your computer activity, which is then logged and stored.
- Passwords need to be hard to guess, easy to remember and looked after.
- NEVER disclose your password to ANYONE.
- NEVER write it down

I will:

- Dispose of classified waste in accordance with Force policy.
- Keep records up to date.
- Log off or 'secure' your terminal before leaving it unattended.
- Be careful to whom I divulge information - check the operating rules or Force policy if I'm not sure.
- If in doubt seek advice.

I will not:

- Leave terminals active and unattended.
- Let anyone else use your password.
- Browse systems for a **non-policing purpose**.
- Leave files and papers lying about, especially off police premises.

When it goes wrong

The most common breach is of the second principle (b) - personal data will not be used or disclosed in any manner incompatible with the policing purpose. If you make any check for personal reasons, or if you do a friend a favour by checking a vehicle number or a conviction record, you both may be committing a criminal offence and you will be risking your job.

SYSTEMS ARE REGULARLY AUDITED TO ENSURE THEY ARE USED FOR ***POLICING PURPOSES ONLY***.

***WE VALUE OUR STAFF -
DON'T PUT YOUR JOB AT RISK***

I, (Print Full Name), being employed by Wiltshire Police/PCC (amend as necessary) hereby acknowledge that I have read and understood my responsibilities in relation to Data Protection legislation (DPA'18/GDPR) and agree to abide with the directions contained therein as outlined in this brief. I fully understand I may incur criminal and/or civil liabilities and or have disciplinary action taken against me if I knowingly or recklessly process for a non-policing purpose.

Signed:

Date:

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