

WILTSHIRE POLICE FORCE POLICY



Data Protection

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POLICY STATEMENT

Wiltshire Police has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) in respect of non law enforcement processing and the Data Protection Act 2018 (DPA 2018) in respect of law enforcement processing. For ease of reference these will be collectively referred to as 'Data Protection legislation' for the remainder of this document.

The DPA 2018 supplements the General Data Protection Regulations (GDPR) and implements the European Union (EU) Data Protection Directive 2016/680 (Law Enforcement Directive). Accordingly, the DPA 2018 ensures a single, coherent, domestic regime for the processing of personal data for law enforcement purposes.

In order to fulfil its statutory obligations, Wiltshire Police has implemented the provisions of the DPA 2018 in all respects, and follows the guidance contained in the College of Policing APP, the NPCC Data Protection Manual of Guidance and ICO guides.

This policy applies to individuals at all levels of the organisation including Police Officers, Police Staff, Special Constabulary, PCSOs, temporary staff and 3rd parties (for example but not necessarily limited to partner agency staff, consultants, contractors and volunteers) who have authorised access to personal data as part of their role.

All Wiltshire Police officers/police staff and 3rd parties must have a clear understanding of their personal responsibilities under the data protection legislation and how this affects the processing of personal data.

Wiltshire Police will take criminal and/or disciplinary action against any category of person mentioned above who wilfully, without authority or defined policing purpose or other statutory or business purpose, accesses and/or misuses personal data held by either the Force or PCC. Any use of personal data that does not have a defined policing or other statutory or business purpose is likely to constitute a misuse.

For the purpose of this policy, 'data' and 'information' shall have the same meaning.

KEY DEFINITIONS

'Personal data' means 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.

'Special Category Data' means racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

'Personal Data Breach' means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.

ROLES AND RESPONSIBILITIES

The Data Protection legislation identifies the following roles in respect of the processing of personal information:

The **Data Controller** – The person who determines the manner and purpose for which personal data is processed; The Chief Constable is the Data Controller for Wiltshire Police; the Police & Crime Commissioner for Wiltshire & Swindon is the Data Controller for the Office of the Police & Crime Commissioner

The **Data Protection Officer (DPO)** - the person who assists the Force in advising/monitoring compliance, provides advice regarding Data Privacy Impact Assessments, and is the point of contact for the supervisory authority (in the UK this is the Information Commissioner's Office). The DPO is based within the Information Management and Assurance department.

All Managers/Supervisors - It is the responsibility of all Officers and Staff who have a supervisory role to ensure that their staff operate within the terms of the Data Protection Legislation and any associated Force policies and procedural guides. This must include regular checks of work to identify training and development needs in this area and to ensure that the quality of Force information assets is of a high standard.

All Officers/Staff/3rd Parties - There is a personal responsibility on all persons working for or on behalf of the Constabulary to ensure that they comply with the Data Protection Legislation, Force policy &/or procedural guides when undertaking their duties.

Data Processor – In relation to personal data means any third party (other than an employee of the data controller) who processes the data on behalf of the data controller. The GDPR places specific legal obligations on Data Processors. For example, Data Processors are required to maintain records of personal data and processing activities and are liable legally if they are responsible for a breach. The Data Controller(s) must ensure that contracts with Data Processors comply with the GDPR.

REGISTRATION

The Supervisory Authority for compliance with the Data Protection Legislation is the Information Commissioner. Wiltshire Police is required to register with the Information Commissioner's Office (ICO) and pay the appropriate fee. The Data Protection Officer is responsible for maintaining this process.

GENERAL PROCESSING – GDPR and Part 2 of the DPA 2018

GDPR and Part 2 of the DPA 2018 relate to general processing and covers police support functions such as Human Resources, Occupational Health, Finance and Payroll (including pensions), Estates, ICT and Procurement.

GDPR does **NOT** apply to the processing of personal data by Wiltshire Police (as a competent authority) for Law Enforcement purposes.

LAW ENFORCEMENT PROCESSING – Part 3 of the DPA 2018

Part 3 of the DPA 2018 relates to the processing of personal data for a Law Enforcement Purpose; **“the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security.”**

RIGHTS OF THE DATA SUBJECT

The Data Protection Legislation provides data subjects with a number of rights. If personal data is held by the force for Law Enforcement purposes then the right to data portability and the right to object do not apply.

The individual rights are:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure (right to be forgotten)
- Right to restrict processing
- Right to data portability*
- Right to object*
- Rights in relation to automated processing

The right of access is managed by the Force Disclosure Unit (FDU) who process all Subject Access Requests (SARs) on behalf of Wiltshire Police in accordance with the Subject Access procedural guide. In the event that you or your department receive a Subject Access request, please forward the request expeditiously to the FDU (forcedisclosureunit@wiltshire.pnn.police.uk); for more information see: [Verbal Subject Access Requests](#).

The right to rectification and the right to erasure are managed by the RRD Department in accordance with the [Record Deletion and Amendment Policy](#).

Data Subjects wishing to exercise any of the other rights should contact the DPO in the first instance; dataprotectionofficer@wiltshire.pnn.police.uk.

DATA BREACHES

A 'personal data breach' means an incident leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed. This includes breaches that are the result of both accidental and deliberate causes.

A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. In short, there will be a personal data breach whenever any personal data is lost, destroyed, corrupted or disclosed; if someone accesses the data or passes it on without proper authorisation; or if the data is made unavailable and this unavailability has a significant negative effect on individuals.

All staff are to familiarise themselves with the [Data Breach Procedure](#). It is vital that a potential data breach is notified to either the Force Data Protection Officer at the earliest opportunity, and within 72 hours.

PRIVACY BY DESIGN

The completion of a Data Protection Impact Assessment (DPIA; screening questionnaire and / or full DPIA) will be undertaken for all new processes that involve the processing of personal data. Further advice can be obtained from the Data Protection Officer (DPO) dataprotectionofficer@wiltshire.pnn.police.uk and Information Security Officer (ISO).

INFORMATION SHARING

Wiltshire Police will share information, including personal information, where it is lawful and appropriate to do so.

Wiltshire Police will not share information, including personal information, in support of revenue gathering processes by partners or other organisations.

Where regular sharing of information with a partner is considered necessary an Information Sharing Agreement (ISA) will be entered into. See the [Information Sharing Policy](#) for further information.

This does not prevent the urgent sharing of information where there is an overriding duty to the public, i.e. life threatening circumstances.

Information received from partners will be managed in accordance with the guidance on MoPI, specific information handling procedures or constraints on the use of information will be detailed within each individual ISA.

DATA PROCESSING

Where a Processor is to be carrying out processing on behalf of Wiltshire Police a Data Processing Contract will be implemented to ensure that all Article 28 (GDPR) obligations are met. Any Data Processing Contract must be reviewed by the Data Protection Officer and / or the Force Solicitor prior to implementation.

INFORMATION SECURITY

GDPR, Article 5 (f), and The Data Protection Act Part 3 Section 40, requires the Force to ensure information is appropriately and adequately secured and that reasonable steps are taken to ensure the reliability of any employees who have access to personal data. Information Security refers to not only the physical or technical protective measures taken but also to issues such as the clear desk policy, use of e-mail and the Internet and the Government Security Classification (GSC). For further guidance, see the [Information Security Policy](#).

POLICY AIM

To ensure that all Wiltshire Police officers, staff, and 3rd parties are aware of their individual responsibilities in respect of the Data Protection legislation and to provide guidance to personnel in respect of the general requirements of the legislation.

APPLICABILITY

Every police officer, member of police staff and 3rd party working for or on behalf of the police having access to personal data is required to comply with the requirements of the Data Protection legislation and any supporting local policy or procedure designed to help achieve compliance.

LEGAL BASIS AND DRIVING FORCE

The legal basis for this policy is the Data Protection Act 2018 and General Data Protection Regulation (GDPR).

RELATED POLICIES, PROCEDURES and OTHER DOCUMENTS

[Data Breach Procedure](#)

[Data Quality Procedural Guide](#)

[Information Sharing Policy](#)

[Information Risk Management Policy](#)

[Information Security Policy](#)

[Freedom of Information Policy](#)

[Freedom of Information Review Procedure](#)

[Record Deletion and Amendment Policy](#)

[Records Management Policy](#)

AUTHORISED PROFESSIONAL PRACTICE

[Information Management > Data Protection](#)

DATA PROTECTION

The Force Data Protection Policy is compliant with the Data Protection legislation.

FREEDOM OF INFORMATION ACT 2000

This document has been assessed as suitable for public release.

MONITORING AND REVIEW

This policy will be reviewed every two years or in the light of any national policy or procedural change, changes to the Data Protection Act 2018, GDPR or the NPCC Data Protection Manual or following a judgement of the Information Commissioners Office.

WHO TO CONTACT ABOUT THIS POLICY

The Head of Information Management and Assurance is responsible for this policy. All queries relating to this policy should be directed to the Data Protection Officer.

DOCUMENT ADMINISTRATION

Ownership:

Department Responsible: Information Management & Assurance
Policy Owner/Author: Head of Information Management & Assurance / Laura North DPO
Technical Author: Laura North DPO
Senior Officer/Manager Sponsor: Deputy Chief Constable (Senior Information Reporting Officer).

Revision History:

Revision Date	Version	Summary of Changes
25.06.2019	3.0	Policy amended to reflect implementation of GDPR and new DPA 2018.

Approvals:

This document requires the following approvals:

Name & Title	Date of Approval	Version
Force Policy Officer	26.06.2019	3.0
Head of Information Management and Assurance	13.06.2019	3.0
JNCC (Not required for all policies)		

Distribution:

This document has been distributed via:

Name & Title	Date of Issue	Version
E-Brief		
Email to relevant affected Staff/Officers		
Other: (state method here)		

Diversity Impact Assessment:

Has a DIA been completed? If no, please indicate the date by which it will be completed. If yes, please send a copy of the DIA with the policy.	☒ Yes ☐ No Date:
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Consultation:

List below who you have consulted with on this policy (incl. committees, groups, etc):

Name & Title	Date Consulted	Version

Implications of the Policy:

Training Requirements

All staff are expected to have completed the Wiltshire Police NCALT Mandatory Data Protection Training.

IT Infrastructure

No additional IT infrastructure required.