

# Privacy Notice

## *North Yorkshire Police, Fire and Crime Panel*

**This Privacy Notice is designed to help you understand how and why the North Yorkshire Police, Fire and Crime Panel processes your personal data.**

### Who are we?

The Police, Fire and Crime Panel exists to scrutinise the elected Police, Fire, and Crime Commissioner (PFCC), to promote openness in the transaction of business and to support the PFCC in the effective exercise of their functions.

The panel is made up representatives from several organisations who are 'data controllers' in their own right according to Article 4 of the General Data Protection Regulation (GDPR). These organisations are obliged to appoint a Data Protection Officer. These organisations and their respective Data Protection Officers are:

Organisation	Data Protection Officer
Police Fire and Crime Commissioner for North Yorkshire (NYPFCC)	Data Protection Officer (Veritau Ltd) County Hall, Racecourse Lane Northallerton DL7 8AL <a href="mailto:Information.governance@veritau.co.uk">Information.governance@veritau.co.uk</a> / 01609 53 2526
Hambleton District Council	Data Protection Officer (Veritau Ltd) County Hall, Racecourse Lane Northallerton DL7 8AL <a href="mailto:Information.governance@veritau.co.uk">Information.governance@veritau.co.uk</a> / 01609 53 2526
North Yorkshire County Council	
Richmondshire District Council	
Ryedale District Council	
Selby District Council	
City of York Council	Data Protection Officer City of York Council, West Offices, Station Rise York YO1 6GA <a href="mailto:foi@york.gov.uk">foi@york.gov.uk</a> / 01904 554145
Craven District Council	Data Protection Officer Craven District Council 1 Belle Vue Square, Broughton Road Skipton BD23 1FJ <a href="mailto:dataprotectionofficer@cravencd.gov.uk">dataprotectionofficer@cravencd.gov.uk</a> / 01756 700 600
Harrogate Borough Council	Data Protection Officer Harrogate Borough Council PO BOX 787 Harrogate HG1 9RW <a href="mailto:dataprotection@harrogate.gov.uk">dataprotection@harrogate.gov.uk</a> / 01423 558606

Scarborough Borough Council	Data Protection Officer Scarborough Borough Council Town Hall, St Nicholas Street, Scarborough, YO11 2HG <a href="mailto:dataprotection@scarborough.gov.uk">dataprotection@scarborough.gov.uk</a> / 01723 232323
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### *Independent Co-Opted Panel Members*

The make up of the Panel also include two voluntary independent resident members. These members will have the same access to information as other panel members. As independent members these individuals do not have an appointed data protection officer but are subject to, and are required to sign, North Yorkshire County Council's volunteer policy which restricts the use of personal data outside of their voluntary role.

### **What personal information do we collect and why is it required?**

In order for the panel to perform its duties it may from time to time be required to process certain personal data, special category data, and criminal offence data for the following functions:

- **Complaints and Comments:** Names, addresses, contact details of complainants – also could include (but not routinely sought) any personal circumstances such as health issues or family circumstances. This could also include (but not routinely sought) Criminal Conviction Data.
- **Public Question Time:** Names, addresses, contact details of interests members of the public but also could include (but not routinely sought) any personal circumstances such as health issues or family circumstances. This could also include (but not routinely sought) Criminal Conviction Data.
- **Panel Papers:** Organisational data which could disclose personnel issues at the OPCC which could include details about the Commissioner herself.
- **Recruitment:** Recruitment of Community members such as names, addresses, contact details, personal circumstances, and any criminal conviction data.
- **Press Enquiries:** Names and details of enquirers and any information they may provide about themselves.

### **Who do we share this information with?**

The panel members will share information with one another in order for the panel to operate efficiently. This arrangement is governed by an information sharing agreement.

The panel may also share personal information with North Yorkshire County Council who performs the panel's administrative functions. You can find out how the County Council's processes personal data by viewing their privacy notice at [www.northyorks.gov.uk/privacy](http://www.northyorks.gov.uk/privacy)

The panel may also be required to share personal information, on an ad-hoc basis, with other organisations where there is a legal obligation to do so – for example for the purposes of crime prevention and/or detection or where a court order compels disclosure.

## How long do we keep your information for?

Data held	Retention period
<b>Information regarding complaints:</b>	Retained for a period of three years after the Police, Fire and Crime Commissioner has stood down from their post. *  <i>*The Panel reserves the right to review this rule on a case-by-case basis and to extend this period where a robust case can be made for Panel to retain for longer in order to assist its statutory function around complaints.</i>
<b>Information regarding public question time, panel papers, recruitment, and press enquiries:</b>	Retained for a period of six years after conclusion of contact with the panel (or conclusion of recruitment process, as applicable).

## What is our lawful basis for processing your information?

The panel processes personal data and special category data based on the legislative powers that determine the panel's functions.

Therefore personal data is being processed in accordance with Article 6(c) and Article (9)(g) of the GDPR in pursuance with Schedule 1, Part 2 (6)(2)(1) of the Data Protection Act 2018 (legal/statutory obligations) with the below legislative texts being applicable:

- Section 28 and Schedule 6 of the Police Reform and Social Responsibility Act 2011;
- Schedule A2 of Fire and Rescue Services Act 2004 which extends the powers of the Police and Crime Panel, set out in the *Police Reform and Social Responsibility Act 2011*

## What are your Data Protection Rights?

The GDPR gives data subjects certain rights over how organisations process their personal data. The following rights can be exercised by individuals:

### *Right of access (subject access requests)*

You have the right to access personal data we hold about you. This is called a subject access request. This could be electronic information in emails or databases, or paper information in files, records or archives. You can only access your own personal data. If data about other people is included within your files then it is likely that we may not provide you with this information.

### *Right to erasure, right to rectification, and right to restriction*

Everyone has the right to request that we delete, correct or limit part or all of the personal information that we hold about you. Where we are using your personal data based on a legal power or an official authority that we have, we will only agree to do this if:

- it is certain that the personal data we hold about you is incorrect; or
- we no longer require your personal data for the purpose that it was collected.

In most cases we will keep a record of your complaint or request along with the rest of your information. Every situation is different and we make decisions in response to these requests on a case-by-case basis. We take into account anything that may be relevant, to decide whether we will take action.

If you would like to exercise any of these rights you can do so by contacting the Data Protection Officer for North Yorkshire County Council (Veritau Ltd) who manages these requests on behalf of the panel. Their details can be found at the beginning of this notice. Please ensure that you clearly state you are submitting this request to the Police, Fire, and Crime Panel.

### **How can you complain about how your personal data is being processed?**

#### *Initial Data Protection Complaint*

All data subjects have the right to complain about how their personal data is being processed. To complain about how the panel processes personal data you can complain directly to the panel's principal scrutiny officer by contacting:

North Yorkshire Police, Fire and Crime Panel  
c/o North Yorkshire County Council  
County Hall  
Northallerton  
DL7 8AD  
[nypcp@northyorks.gov.uk](mailto:nypcp@northyorks.gov.uk)

Alternatively you can complain by contacting one of the Data Protection Officers listed at the beginning of this notice.

#### *Contacting the Regulator*

You can complain to the Information Commissioner's Office (the data protection regulator) about the way in which the panel has handled your personal data:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)  
[03031 231113](tel:03031231113)

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**For more information about your data protection rights please see the website for the Information Commissioner's Office: [www.ico.org.uk](http://www.ico.org.uk)**

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**For more information about the North Yorkshire Police, Fire and Crime Panel please see their website: <http://www.nypartnerships.org.uk/pcp>**