

## Using information about Volunteer Police Cadets

This notice tells you how Cheshire Constabulary uses information about Volunteer Police Cadets (a nationally recognised police uniformed youth group in the UK).

### Where we get your details from

We ask for your name, date of birth, email address, home address and phone number when you apply or wish to become a Cadet. We also ask you to share the details of the person responsible for you (your parent or carer).

Your parent or carer will share extra details when you become a Cadet. For example: your health, gender, ethnicity, religion, and preferred language. We also ask this person to tell us their relationship to you and their preferred language.

### Why we need your details

We need to use some of your details because you are entering into a contract with us. For example: when you apply to join or get referred to us, when we score your application form, when we set you up on the 'Marshall Volunteer Portal', when you take part in an activity, have your induction, or when we track attendance and hours.

We use some details (including health, ethnicity and religion) because law tells us to keep children and staff safe and treat them fairly. Law includes, Children Act, The Health and Safety at Work Act, The Regulatory Reform (Fire Safety) Order and The Equality Act.

We also use some details where it is in the interest of the organisation. For example:

- To tell you about an upcoming campaign to join as a cadet when you have expressed an interest or when you would like to be referred to join as a cadet.
- To be able to tell you and the person responsible for you about an upcoming event or activity or in the event of an accident or incident.
- To promote the work we do (we will always ask permission before we post pictures or videos on our website or social media).

### Who we share with

Your name, age and any needs will be shared with event businesses to make sure they have the correct insurance and can manage your needs where required. We may receive requests for information from other organisations but will only disclose to these organisations where it is lawful. We can also be asked to share statistics but this shouldn't identify you.

## Holding your details

If you become a Cadet, we will set you up on a trusted system called the 'Marshall Volunteer Portal'. This is a national system used to manage Volunteer Police Cadets. This system helps us to keep you and your parent/carer up to date with events and any accidents or incidents. It also helps us to manage records and ensure the events and activities you attend are safely planned and we have the correct permission forms. Details stored on this system are removed 7 years after ending your contract with us. More privacy detail about this system can be found here: [vpc.police.uk](http://vpc.police.uk)

At Cheshire Constabulary, we only keep your details for as long as they are needed. All application forms are held for 1 year, any concerns about safety and well-being are kept for a minimum of 6 years and local risk forms are held for a minimum of 10 years.

## Your rights

You have the following rights under UK Data Protection law:

- To request copies of data which is about you
- To receive information about how your data is used (this notice)
- To have details sent to another organisation (in some circumstances)
- To complain where we use your details to do the following: register your interest, some safety planning, managing events, activities and accidents, contacting you and using images of you.
- To correct inaccurate details and prevent us from using certain data.
- To complain to the Information Commissioner's Office ([ico.org.uk](http://ico.org.uk))

You can raise concerns or make any of the above requests about your details on the 'Marshall Volunteer Portal' by emailing [vpc.admin@vpc.police.uk](mailto:vpc.admin@vpc.police.uk) You can also contact our data protection officer about the information we hold locally by emailing [data.protection@cheshire.police.uk](mailto:data.protection@cheshire.police.uk)

## A note to the person responsible for you

This notice is referred to as a 'Privacy Notice' which is required in order to comply with the transparency requirements of Data Protection Law. Information used within the Volunteer Police Cadets programme is lawful and compliant with the conditions set out at Article 6 and Article 9 of the UK General Data Protection Regulation (GDPR). We also have a [Policy](#) on how we safeguard special information.

Please note, although the word 'consent' is used within the Marshall Volunteer Portal, this should be read as 'authority' and not confused for a GDPR lawful basis to use data. This is because we have identified other lawful conditions which are more appropriate.