



Professional Standards (Employee) Privacy Notice

This privacy notice tells you what to expect us to do with personal information. It applies to current and former employees.

Why we use your personal information

The Professional Standards Department is responsible for the receipt, recording and investigation of public complaints against Cheshire Constabulary and its staff members and investigating allegations of misconduct within Cheshire Constabulary.

The behaviour and integrity of police officers and members of police staff are at the very core of the Constabulary's values and service ethos and the department engages widely within the Constabulary to promote and uphold these exacting standards.

The department's work is also particularly important to safeguarding the reputation of the force and we act as a single point of contact for the Independent Office for Police Conduct (IOPC).

The department processes employee personal data for four main core functions. These are;

- Complaints and internal conduct
- Business Interests
- Gifts and gratuities
- Vetting

The lawful basis

The nature of the work we do means that we often have more than one lawful basis which supports our core functions. Please find further detail provided below for each of these functions:

Complaints and internal conduct	The Police (Complaints and Misconduct) Regulations 2012 and Police Reform Act 2002 provide us with a legal obligation and public task to investigate complaints and conduct matters involving police officers.
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The contract of employment and associated force policies provide us with the lawful basis for police staff.

OFFICIAL

Where a criminal offence is evident, the Constabulary has law enforcement powers to pursue criminal investigations.

It will be necessary to process some Special Category data where it is required for the administration of justice, safeguarding children and individuals at risk or where it is in the substantial public interest. Examples include; monitoring equality of opportunity, protecting the public against dishonesty or where there is a regulatory requirement around unlawful acts and dishonesty.

Business
Interests, gifts
and gratuities

The Police Regulations 2003, Code of Ethics and the Police Act 1996 provide us with the legal obligation to maintain a register of business interests, gifts and gratuities to monitor potential conflicts of interest and ensure transparency and integrity.

Vetting

APP Vetting Code of Practice provides us with our public task, along with the contract of employment for any prospective employee and provides us with our lawful basis to assess risk to national security and public safety in regards to the employment of individuals into Cheshire Constabulary.

It is necessary to process some Special Category data where it is required in the field of employment, public safety and monitoring equality of opportunity.

The types of personal information we use

Complaints and
internal conduct

Where we investigate a complaint that does not result in misconduct, we only process the personal information required to fulfil that function. Examples include;

Names, force identity numbers (e.g. collar numbers), addresses, contact details.

Where misconduct or a criminal offence is evident, we may be required to process more intrusive information. Examples include;

Criminal offence data, place of birth, nationality, photographs/video footage, financial details and Special Category data.

Business
Interests, gifts
and gratuities

In order for us to maintain the register and monitor potential conflicts of interest and the integrity of police officers and staff, we collect;

Names, dates of birth, force identity numbers (e.g. collar numbers), financial details and relevant employment information.

Vetting The vetting process requires the department to ask for, and process, a variety of personal data to ensure the integrity of prospective and current police officers and staff. Some Special Category data is only passed to vetting after the vetting decision has been made. This is to monitor the equality of opportunity of applicants.

Examples include; *names, force identity numbers (e.g. collar numbers), addresses, contact details, criminal offence data, place of birth, nationality, identity documents, financial details and details of declared associates, ethnic origin, disabilities, and sexual orientation.*

Force Systems *All Force systems are monitored, and all activity can be attributed to an individual. All staff are accountable for their actions and any information collected may be used as part of an investigation. Force systems are to be used for a policing purpose only and Force policy, specifically the 'Acceptable Use Policy' provides more detail. You accept this policy each time you log on to a Force machine. In addition, the Force Security Operating Procedures (SyOps) provides more guidance.*

Who might pass information to us

You will be required to provide us with information. However, some information may be passed by your line manager.

We may also receive information from members of the public (complainants), other forces, local authorities, MPs, intelligence sources or other staff members.

Who we might disclose information to

We may pass your personal information to other police forces, IOPC, PCC, complainants, MPs or the CPS if it relates to complaints or internal conduct matters. However, the extent of disclosure will be limited to relevance and necessity. The PCC may also receive limited information regarding business interests, gifts and gratuities. Other police forces, along with the UK Security Vetting (UKSV) may receive personal information regarding your vetting.

How long we retain personal data

We will review and retain personal information in accordance with force policies and the [NPCC Review Retention and Disposal Schedule](#) and also the [Professional Standards Department retention schedule](#).

Your rights

Please visit www.cheshire.police.uk/about-us/data-protection/ for further information on how we use your personal data, including your Rights under the Data Protection

legislation and how you can complain to the Data Protection Officer or the Information Commissioner.

Special Category Data

Special category data includes; Personal data relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health data, sex life or sexual orientation, genetic data and biometric data.