

Professional Standards (Public) Privacy Notice



This privacy notice tells you what to expect us to do with personal information. It applies to members of public, external contractors and non-police personnel.

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 personal data from members of the public for three main core functions. These are;

- Complaints and internal conduct
- Vetting
- Statutory Reviews

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 a public task to investigate complaints and conduct matters involving police officers.

The contract of employment and associated force policies provide us with the lawful basis for the investigation of complaints and conduct matters involving police staff.

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 or monitoring equality of opportunity.

Vetting The 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.

Statutory Reviews The Code of Ethics, Police Act 1996 and the Domestic Violence, Crime and Victims Act 2004 provide us with a legal obligation to review domestic homicide and serious cases. This is done primarily for multi-agency learning and improvement.

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, addresses, date of birth and contact details.

Where misconduct or a criminal offence is evident, we may require you to provide more intrusive information. Examples include;

Criminal offence data, place of birth, nationality, photographs/video footage, mobile phone data and special category data.

Vetting The Vetting process requires the department to ask for, and process, a variety of personal data relating to the applicant and close family/associated to assess risk to national security and public safety in regards to the employment of individuals into Cheshire Constabulary. 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, addresses, contact details, criminal offence data, place of birth, nationality, financial details and details of declared associates, ethnic origin, disabilities, and sexual orientation.*

Statutory Reviews The nature of any case being reviewed could mean that there is a large variety of personal information being processed. Examples include;

Names, addresses, contact details, criminal offence data, place of birth, nationality, photographs/video footage, financial details and special category data. This personal information could relate to victims, witnesses, suspects and/or offenders.

Who might pass information to us

You might supply some information to us direct or via a nominated contact. Some information may also be passed by a family member or by another police force or partner agency.

Who we might disclose information to

We may pass your personal information to other police forces, IOPC, PCC, MPs or the CPS if it relates to a complaint or internal conduct matter. However, the extent of disclosure will be limited to relevance and necessity.

Other police forces, along with the UK Security Vetting (UKSV) may receive personal information if relevant for vetting.

We may also pass your personal information to the IOPC, multi-agency safeguarding boards or to a local authority if required during a statutory review.

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's 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.