

Avon and Somerset Police and Crime Commissioner

How we use your personal information

Why is personal information held?

Generally, personal information is held by the Police and Crime Commissioner for Policing Purposes, this purpose includes: The prevention and detection of crime, apprehension and prosecution of offenders, to protect life and property, to preserve and maintain law and order, to provide assistance to the public, and to comply with any duties under common or statute law.

Whose personal information do we handle?

Offenders and suspected offenders. Victims and witnesses. Relatives, guardians and associates of the individual concerned. Complainants, correspondents and enquirers. Staff including volunteers, agents, temporary and casual workers. Suppliers. Advisers, consultants and other professional experts. Former and potential members of staff.

What sort of information will be kept?

A wide variety of information is captured and processed, including (but not limited to): Names, addresses, dates of birth, and physical descriptions. Racial or ethnic origin. Offence details. Criminal proceedings, outcomes and sentences. Licenses or permits held. Criminal intelligence. Complaint, incident and accident details.

How is this information kept?

On computers, in paper records, as images, and other types of electronically held information such as CCTV. We strive to ensure that all personal information held is of the highest quality in terms of accuracy, relevance, adequacy and non-excessiveness, is kept up-to-date as required, is protected appropriately, and is reviewed, retained and securely destroyed when no longer required.

Who do we disclose personal information to?

The person providing the information in the first place. Other law enforcement agencies. Partner agencies working on crime reduction initiatives. Partners in the Criminal Justice arena. Victim Support. Companies/individuals working on our behalf such as contractors. Others as required to prevent harm to individuals. Personal information can be disclosed without your consent on occasion as required under any act of legislation, by any rule of law, or by Court Order.

Can you see the personal information held about you?

You have the right to see your own personal information with some specific exceptions, you can apply for a copy of your own personal information by completing a '**Subject Access Form**' which can be found on our web site at www.avonandsomerset.police.uk.

How you can contact us?

If you have any concerns over the way we are handling your personal information, you can contact either our Data Protection Officer or our Corporate Information Management Department as follows:

Mail: Standards Officer,
Avon and Somerset PCC, Police Headquarters, Valley Road,
Portishead, Bristol, BS20 8JJ
Email: PCC@avonandsomerset.pnn.police.uk
Telephone: 01275 816377

For further details about how the PCC uses Personal Information, please search for 'Fair Processing Notice' on our website at: www.avonandsomerset-pcc.gov.uk