

## **The Office of the Police and Crime Commissioner (OPCC) for Avon and Somerset**

### **Privacy Notice**

The Privacy Notice explains the ways in which the Office of the Police and Crime Commissioner (OPCC) collect, use, and protect your personal information in accordance with data protection law (including the General Data Protection Regulation and the Data Protection Act).

The Office of the Police and Crime Commissioner (OPCC) for Avon & Somerset is committed to protecting and respecting your privacy.

### **Introduction**

The Police and Crime Commissioner is a public authority, established in legislation through the Police Reform and Social Responsibility Act 2011. For the purposes of this notice, the term PCC is used to encompass the person elected as the PCC and any staff authorised to work for or on their behalf or under their direction and control (i.e. the Office of the Police and Crime Commissioner or "OPCC").

This Notice often talks about "we" or "us". This means the Office of the Police and Crime Commissioner (OPCC), including the Police and Crime Commissioner (PCC), staff and third parties working on our behalf.

If you have provided us with personal information on behalf of another person, you should share this policy with them. [View our Data Protection Policy \(PDF\)](#)

### **Data Controller**

The OPCC Chief Executive Officer (CEO/CHIEF OF STAFF) is our 'Data Controller' for the purposes of the data protection laws. The current data protection laws in the UK are the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act (DPA) 2018.

The OPCC Chief Executive Officer (CEO/CHIEF OF STAFF) is the Data Controller for any personal data processed by the Office of the Police and Crime Commissioner (OPCC).

### **What is Personal Information?**

Personal information broadly means information that identifies (or which could, with other information that we hold or are likely to hold, identify) a living individual.

This includes information provided to us by you (or on your behalf). It could also include information about you provided to us by other law enforcement agencies, government or local government agencies, companies, professionals, or private persons.

Personal information could be held on a computer or could be in a paper record or image. It can also include other types of electronically held information, such as CCTV recordings and posts on social media.

## **How We Collect Your Data**

We collect your personal data through various methods, including:

- Direct interactions: Correspondence via email, phone, or post.
- Online forms: Submissions through our website.
- Public records: Information available from public sources.

## **Personal Data We Collect**

We may collect and process the following types of personal data:

- Identity Data: Name, title, date of birth, gender.
- Contact Data: Address, email address, phone number.
- Professional Data: Job title, employer, work address.
- Sensitive Data: Ethnicity, political opinions, criminal convictions (where necessary).

## **Purpose of Processing Your Data**

We process your personal data for the following purposes:

- To fulfil our statutory duties and responsibilities, so that we can do the job of the PCC, within the role and remit and power of the PCC. This includes helping people within with PCC policies and procedures, duty or responsibility within the law.
- So that we can provide services within the role and remit of the PCC.
- To manage public relations, media, and communications.
- To handle complaints and inquiries.
- To manage grants and commissioned services.
- To conduct surveys and consultations.

## ***The PCC's role and services provided include:***

- Communication from and to members of the public
- Management of Freedom of Information requests
- Management of complaints
- Management of public relations, journalism, advertising and media
- Vetting
- Commissioning Services
- Management of finance
- Internal review, accounting and auditing
- Training
- Property management
- Insurance management
- Vehicle and transport management
- Payroll and benefits management
- Management of information technology systems
- Recruitment
- Procurement
- Planning
- System testing
- Security

- Performance management
- Legal services
- Health and safety management
- HR management
- Information provision
- Licensing and registration
- Pensioner administration
- Staff administration, occupational health and welfare
- Research, including surveys

### **Legal Basis for Processing**

Our legal basis for processing your personal data includes:

- Consent: Where you have given clear consent for us to process your personal data for a specific purpose.
- Public Task: Processing is necessary for the performance of a task carried out in the public interest.
- Legal Obligation: Processing is necessary for compliance with a legal obligation.
- A Contract
- Vital Interests
- Legitimate Interests

### **Lawful Basis for Processing**

- Police and Social Responsibility Act 2011
- Police Act 1996
- The Accounts and Audit Regulations 2011
- Local Government & Housing Act 1989 (S155)
- Local Government and Finance Act 1988 Sec 112 and 114
- Local Authorities (Goods & Services) Act 1970
- Elected Local Policing Bodies (Specified Information Order 2011 and amendment order 2012, S1 2012 / 2479)
- Police Pension Fund Regulations 2007
- Police Pensions Act 1976
- Freedom of Information Act 2000
- Police Reform Act 2002
- Employment Rights Act 1996
- The Equality Act 2010

### **Data Sharing**

We may share your personal data with:

- Law enforcement agencies.
- Government bodies and regulatory authorities.
- Service providers and contractors.
- Other third parties where required by law.

### **Data Security**

We are committed to ensuring the security of your personal data. We have implemented appropriate technical and organizational measures to protect your data from unauthorized access, use, alteration, or disclosure. These measures include:

- **Encryption:** Data is encrypted both in transit and at rest.
- **Access Controls:** Access to personal data is restricted to authorized personnel only.
- **Regular Audits:** We conduct regular audits and assessments of our data protection practices.
- **Training:** Staff are trained on data protection and privacy best practices.

### **Data Retention**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Specific retention periods are determined based on the nature of the data and the purpose for which it was collected. Once the retention period has expired, we will securely delete or anonymize your personal data.

### **Your Rights**

You have the following rights regarding your personal data:

- **Right to Access:** You have the right to request access to your personal data and obtain a copy of the information we hold about you.
- **Right to Rectification:** You have the right to request correction of any inaccurate or incomplete data we hold about you.
- **Right to Erasure:** You have the right to request the deletion of your personal data where there is no compelling reason for its continued processing.
- **Right to Restrict Processing:** You have the right to request the restriction of processing of your personal data in certain circumstances.
- **Right to Data Portability:** You have the right to request the transfer of your personal data to another party.
- **Right to Object:** You have the right to object to the processing of your personal data where we are relying on a legitimate interest or performing a task in the public interest.
- **Right to Withdraw Consent:** Where we are relying on consent to process your personal data, you have the right to withdraw your consent at any time.
- **Rights related to Automated Decision-Making, Including Profiling:** The right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you.

This right doesn't apply if it is necessary for entering into, or performance of, a contract between you and us as the Data Controller; or it is authorised by a Union or Member State law to which our Data Controller is subject and which also lays down suitable measures to safeguard your rights and freedoms and legitimate interests; or it is based on your explicit consent.

### **Contact Us**

If you have any questions about this privacy notice or how we handle your personal data, please contact our Data Protection Officer at:

- Email -
- Post - The Data Protection Officer  
Avon and Somerset Police and Fire Headquarters  
PO Box 37  
Valley Road  
Portishead  
BS20 8QJ

### **Make a complaint to the ICO**

The Information Commissioner's Office (ICO) offers independent advice, guidance, updates, and resources on data protection matters, including the GDPR and the DPA and how they cover law enforcement.

You have the right to make a complaint to the ICO if you believe that:

- you are or have been negatively affected by the handling of your personal information by us.
- we are not processing your personal information in line with current data protection laws.

### **ICO Contact Details:**

- online – by visiting the [Information Commissioner's Office website](#)
- by phone -call [0303 123 1113](#) (local rate) or [01625 545745](#) (national rate)
- by post –  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

### **Changes to This Notice**

We may update this privacy notice from time to time. Any changes will be posted on our website, and where appropriate, notified to you by email.

This privacy notice was last updated on 15/07/2025