

Wiltshire Police – Horizon Privacy Notice

Introduction

This privacy notice explains how personal data is processed by Horizon Victim and Witness Care Department, Wiltshire Police.

This Privacy Notice contains important information about what personal details we collect; what we do with that information; who we may share it with and why; and your choices and rights when it comes to the personal information you have given to us.

Who we are?

The Chief Constable, Kier Pritchard, for Wiltshire Police is the data controller, and has overall responsibility for the lawful processing of all personal data processed by the Force. The Chief Constable can be contacted using the general enquiry form on the Wiltshire Police website or using the following address: Chief Constable, Wiltshire Police HQ, London Road, Devizes, Wiltshire, SN10 2DN.

The Data Protection Officer (DPO) assists the Chief Constable by providing advice and guidance on Data Protection legislation. The DPO can be contacted by email: dataprotectionofficer@wiltshire.pnn.police.uk or by writing to: DPO, Wiltshire Police HQ, London Road, Devizes, Wiltshire, SN10 2DN.

Your personal data – what is it?

“**Personal data**” is any information about a living individual which allows them to be identified. Identification can be directly using the data itself, or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and the Data Protection Act 2018, and other legislation relating to personal data and rights, such as the Human Rights Act.

Why do we process personal data?

Horizon Victim and Witness Care has been established to ensure that every victim of crime benefits from the best possible integrated support service according to their needs. To do this it is necessary for us to process your personal information under one of the following lawful basis:

- Public Interest and Substantial Public Interest
- Consent and Explicit Consent

The data we may collect about you:

Wiltshire Police will use the minimum amount of personal information necessary to carry out a particular activity.

The type of personal information Horizon Victim and Witness Care will hold will vary depending upon the reason you have had contact with us but it may include:

- Your name and address;
- Fingerprints, DNA or photograph;
- Family, lifestyle and social circumstances;
- Education and training details;
- Employment details;
- Financial details;
- Goods or services provided;
- Racial or ethnic origin;
- Political opinions;
- Religious or other beliefs of a similar nature;
- Trade union membership;
- Physical or mental health or condition;
- Sexual life;
- Offences and alleged offences;
- Criminal proceedings, outcomes and sentences;
- Sound and visual images;
- References to manual records or files;
- Information relating to safety and health;
- Complaint, incident, civil litigation and accident details

Your personal information may be held on a computer system, in a paper record such as in a physical file or an image but may also include other formats such as CCTV footage or an audio copy of an interview tape.

Whose personal data do we handle?

- Members of the public.
- Police Officers, Staff and volunteers

Sharing your personal data:

We may share your personal data internally with relevant departments for the purpose of fulfilling the above stated legal basis. For the same purpose, we may also engage the services of other agencies.

Where we have arrangements to share your personal data, a contract, memorandum of understanding or information sharing agreement will be in place to ensure that the requirements of the Data Protection legislation on handling personal information are met. Where we are required to disclose information by law, for example for safeguarding purposes, we may do so without these arrangements.

Horizon Victim and Witness Care will take steps to ensure any disclosure of personal data is necessary and proportionate, as required by law. Whenever we share your personal

information, sharing options will be evaluated to ensure that your data is shared in the most secure manner.

How do we keep your personal information secure?

Wiltshire Police takes the security of all personal information under its control very seriously. Wiltshire Police will comply with the relevant parts of the Data Protection and other applicable Legislation relating to security, and seek to comply with the [College of Policing Authorised Professional Practice](#) (Information Management)

Wiltshire Police will ensure that information security risks are identified and mitigated in a proportionate and reasonable way, using a holistic suite of controls to protect against loss, compromise and misuse. This is measured using Information Risk Management Maturity Assessments (independently verified) addressing people, process, procedure, policy, training and technology (including accounting and audit) security requirements. Access to information is controlled and is limited to explicitly authorised and appropriately security cleared (Vetted) personnel and is provided for specific purposes only under need to know and use principles. Security and other attendant processes are subject to a process of continuous review.

How long do we keep your personal information?

Wiltshire Police will retain personal data for as long as is necessary for the purpose that it was collected for.

Records that contain personal data are held in accordance with the Force Retention Schedule.

Personal information held on the Police National Computer (PNC) are retained in accordance with the [Retention Guidelines for Nominal Records on the Police National Computer](#)

All other operational material containing personal information that are processed for law enforcement purposes are retained in accordance with the [College of Policing guidance on the Management of Police Information](#), MoPI, and Wiltshire Police's Record Retention Policy.

Your rights and personal data:

The GDPR and Data Protection Act (2018) refreshes existing rights, by clarifying and extending them, and also introduces new rights for the individual.

How far you will be able to exercise each of these rights will be dependent on the reason for which the data was collected, and how it has / is being processed (used).

Further information about your rights can be found in the main [Privacy Notice](#) for Wiltshire Police.

Further processing:

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, we may provide you with a new notice explaining this new use and setting out the relevant purposes and processing conditions, prior to commencing the processing. We will seek your prior consent to the new processing if this is appropriate.

How do you contact the Information Commissioner?

The Information Commissioner is the independent authority responsible within the UK for ensuring compliance with data protection legislation. If you have a concern about how Wiltshire Police have used your personal information or you believe you have been adversely affected by our handling of your data you may wish to contact them using the information below:

By Phone: 0303 123 1113 (Their normal opening hours are Monday to Friday between 9am and 5pm)

By Email: casework@ico.org.uk

By Post: Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Changes and updates to our privacy notice

This privacy notice will be under regular review. This privacy notice was last updated on the 22nd June 2020.

If we plan to use your personal information for a new purpose we will update our privacy notice accordingly, therefore please regularly check the Force website for any changes.