

## AN INTRODUCTION TO THE IPCC'S DATA PROTECTION POLICY

The *Data Protection Act 1998* came into force on 1 March 2000. The IPCC - its staff and Commissioners – must adhere to the Act.

The IPCC is committed to fulfilling its legal obligations and has produced this leaflet to assist staff and Commissioners to do the same.

### STATEMENT OF DATA PROTECTION POLICY

The IPCC needs to collect and use certain types of information about people in order to fulfil its remit under the *Police Reform Act 2002*. This includes;

- The relevant details of people who make complaints to the police and IPCC
- Details relating to the individual about whom the complaint is made and the subject matter of complaints.

Personal information supplied to the IPCC will not be disclosed to third parties, unless such disclosure is necessary under the IPCC's remit. Such information will be dealt with properly and securely, however it is collected, recorded and used – whether on paper, on a computer, or recorded on other material.

## THE DATA PROTECTION PRINCIPLES

1. The processing of personal data must be fair and lawful and will not be processed unless specific conditions are met.
2. Personal Data must be obtained for specified and lawful purposes
3. Personal data must be adequate, relevant and not excessive
4. Personal data must be accurate and kept up to date
5. Personal data must not be kept for longer than is necessary
6. Personal data shall be processed in accordance with the rights of data subjects under the Act
7. Personal data must be kept secure
8. Personal data must not be transferred outside the European Economic Area unless the country of destination ensures an adequate level of protection for data subjects

The IPCC regards the lawful and correct treatment of personal information as very important to the successful and efficient performance of the Commission's functions, and to maintaining confidence between those with whom we deal and ourselves. We ensure that our organisation treats personal information lawfully and correctly.

As a result the IPCC fully endorses and adheres to the Principles of Data Protection, as outlined in the Data Protection Act 1998.

## THE STANDARDS ADOPTED

The IPCC will, through appropriate management and strict application of criteria and controls;

- Observe fully conditions regarding the fair collection and use of information
- Meet its legal obligations to specify the purposes for which the information is used
- Collect and process appropriate information, and only to the extent that it is needed to fulfil operational/service needs or to comply with any legal requirements
- Ensure the accuracy of information used
- Apply strict checks to determine the length of time information is held
- Ensure that the rights of people about whom information is held can be fully exercised under the Act. (These include: the right to be informed that processing is being undertaken: the right of access to one's personal information; the right to prevent processing in certain circumstances; the right to correct, rectify, block or erase information which is regarded as wrong information)
- Take appropriate technical and organisational security measures to safeguard personal information
- Ensure that personal information is not transferred abroad without suitable safeguards.

## IPCC WILL ALSO ENSURE

- There is someone with specific responsibility for data protection in the organisation. (Currently an IPCC Senior Lawyer)
- Everyone managing and handling personal information understands that they are responsible for following good data protection practice
- Everyone managing and handling personal information is appropriately trained to do so
- Everyone managing and handling personal information is supervised where appropriate
- Anyone wanting to make enquiries about handling personal information, whether a member of staff or a member of the public, knows what to do
- Queries about handling personal information are promptly and courteously dealt with
- Methods of handling personal information are regularly assessed and evaluated;
- Performance in relation to handling personal information is regularly assessed and evaluated.



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