

THE IPCC INFORMATION CHARTER

We need to hold some personal information about you so that we can provide the services you expect from us. This charter explains how we look after that information.

When we ask you for personal information, we undertake:

- to make sure you know why we need it;
- to only ask for what we need and not to collect too much, unnecessary or irrelevant information;
- to protect your data and make sure nobody has access to it who shouldn't;
- to only share it with other organisations when the law allows;
- to make sure we don't keep it longer than necessary; and
- not to make your personal information for commercial use without your permission. This is in line with policy requiring that IPCC does not sell or market personal information.

To keep your information reliable and up to date we ask you to:

- give us accurate information; and
- tell us as soon as possible if there are any changes, such as a new address.

You can get more details on:

- how to find out what information we hold about you and how to ask us to correct any mistakes;
- agreements we have with other organisations for sharing information;
- circumstances where we can pass on your personal information without telling you, for example, to prevent and detect crime or to produce anonymised statistics;
- our instructions to staff on how to collect, protect, use and delete your personal information;
- how we check that the information we hold is accurate and up to date; and
- how to make a complaint regarding how your personal information is handled.

For more information, please contact:

Freedom of Information team
IPCC
90 High Holborn
LONDON
WC1V 6BH

Telephone : 020 7166 3000

Email: foi@ipcc.gsi.gov.uk

When we ask you for information, we will keep to the law, including compliance with the Data Protection Act 1998. For independent advice about data protection, privacy and data-sharing issues, you can contact the Information Commissioner at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Telephone: 0303 123 1113 Fax: 01625 524510

Website: www.ico.gov.uk Email: casework@ico.gsi.gov.uk

Ver: 18 December 2008
David Balmer-Cribb
(Agreed MB 19th November 2008)