

The Office for the Police and Crime Commissioner for Northumbria Record of Processing Activities (RoPA)

Introduction

The introduction of the General Data Protection Regulations (EU) 2016/679 and the UK Data Protection Act 2018 introduced significant changes to the responsibilities of organisations that collect, store and share personally identifiable information. The Office of the Police and Crime Commissioner (OPCC) for Northumbria is fully committed to full compliance with the requirements of this legislation including that connected to the recording of our processing activities.

The OPCC for Northumbria needs to collect and use information about people with whom it works in order to operate and carry out its functions. These may include members of the public, current, past and prospective employees, suspects, offenders, witnesses, information providers, and suppliers. This Personal Data must be handled and dealt with properly however it is collected, recorded and used and whether it is on paper, in computer records or recorded by other means.

In order to ensure we understand the processing activities in respect of Personal Data within the OPCC for Northumbria we have completed the following Record of Processing Activities (RoPA).

In addition you can also obtain further information by contacting the Data Protection Officer, sending an email to data.protection@northumbria.pnn.police.uk or looking at the Information Commissioner's Website at ICO.org.uk.

<p>The name and contact details of the controller/processor and, where applicable, the joint controller, the controller's/processor's representative and the data protection officer</p>	<p><u>Controller and Joint Controller</u> The Police and Crime Commissioner for Northumbria 2nd Floor Victory House Balliol Business Park Benton Lane Newcastle upon Tyne NE12 8EW Email: enquiries@northumbria-pcc.gov.uk</p> <p><u>DPO</u> Hayley Morrison, Information Management, 4th Floor, Cobalt Business Exchange, Wallsend, NE28 9NZ Email: hayley.morrison.4209@northumbria.pnn.police.uk</p> <p><u>Information Security Officer</u> Alistair Burdon, Information Management, 4th Floor, Cobalt Business Exchange, Wallsend,</p>
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	<p>NE28 9NZ Email: alistair.burdon.4752@northumbria.pnn.police.uk</p>
<p>The purposes of the processing:</p>	<p>The OPCC for Northumbria process data in our role as a Competent Authority, which includes the following individuals:</p> <ul style="list-style-type: none"> • Request for Assistance • Information Providers • Suspects • Offenders • Victims • Witnesses <p>Northumbria Police also process data for General Processing in our role as OPCC which includes:</p> <ul style="list-style-type: none"> • Supporting network and system security; • Auditing; • Complying with legal obligations; and • Conducting web analytics. • Recruitment and selection of employees; • Personnel management; • Workplace monitoring; • Human resources administration including payroll and benefits; • Education, training and development activities. • To obtain products and services; • Vendor administration, order management and accounts payable; and • Evaluating potential suppliers. • Members of the public who use our website • Members of the public who write to the OPCC for Northumbria via the public website • Third parties we may communicate with where we do not have a contract
<p>Categories of data subjects:</p>	<p>The OPCC for Northumbria process the</p>

	<p>following types of data subjects to fulfil our obligations as a Competent Authority and General Processing which includes:</p> <ul style="list-style-type: none"> • Requests for assistance • Information providers • Employees • Suppliers • Successful and Unsuccessful employment candidates • People who use our services or the services we provide on behalf of others • Grant applications • Volunteers • Suspects • Offenders • Victims • Witnesses
<p>Categories of personal data:</p> <p>-</p>	<p>The OPCC for Northumbria process the following types of data categories for both Law Enforcement and General Processing which includes:</p> <ul style="list-style-type: none"> • Personal details including name and contact information • Date of birth • Gender • Marital status • Biometric information • Beneficiary & emergency contact Information • Family and lifestyle details • Government identification numbers • Education and training details • Bank account details and payroll information • Wage, benefit and expenses information; • Performance information • Employment details. • Device details • User activity • Browser history details • Location details • Electronic identification data including IP address • Financial details

	<ul style="list-style-type: none"> • Payment details • Contractual details including the goods and services provided; and • Name & contact information of suppliers • Callers • Visitors records <p><u>Special categories of (sensitive) personal data:</u> The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual:</p> <ul style="list-style-type: none"> • Race • Ethnic origin • Politics • Religion • Trade union membership • Health • Sexual orientation
<p>The categories of recipients to whom the personal data have been or will be disclosed including recipients in third countries or international organisations</p>	<p>The OPCC for Northumbria will disclose and share information that it processes in exercising its duties as below which includes:</p> <ul style="list-style-type: none"> • Disclosures to Northumbria Police • Partner agencies working on crime reduction initiatives • Partner Agencies involved in the Safeguarding of Children and Vulnerable Adults • Partners in the Criminal Justice arena, • Services providing support for victims, and • Local government • Central government • Ombudsmen and regulatory authorities • The Media • Other bodies or individuals where necessary to prevent harm to individuals • HM Revenue and Customs • licensing authorities • legal representatives • prosecuting authorities • partner agencies involved in crime and disorder strategies • private sector organisations working with the police in anti-crime strategies • voluntary sector organisations

	<ul style="list-style-type: none"> ● approved organisations and people working with the police ● Independent Police Complaints Commission ● Her Majesty’s Inspectorate of Constabulary and Fire and Rescue Services ● Auditors
<p>Where applicable, transfers of personal data to a third country or an international organization, including the identification of that third country or international organization and, in the case of transfers referred to in the second subparagraph of Article 49(1), the documentation of suitable</p>	<p>The OPCC for Northumbria will transfer personal data to:</p> <ul style="list-style-type: none"> ● Other International Law Enforcement Bodies- any data transferred has an adequate level of protection and/or is necessary for Law Enforcement purposes.
<p>Where possible, the envisaged time limits for erasure of the different categories of data</p>	<ul style="list-style-type: none"> ● The OPCC for Northumbria adhere to their Review, Retention & Deletion (RRD) Policy information held by them and which is necessary for the execution of their duties.
<p>Where possible, a general description of the technical and organizational security measures referred to in Article 32(1)</p> <ul style="list-style-type: none"> - <i>Anonymisation of personal data;</i> - <i>Encryption of personal data;</i> - <i>Segregation of personal data from other networks;</i> - <i>Access control and user authentication;</i> - <i>Employee training on information security; and</i> - <i>Written information security policies and procedures.</i> 	<p>All access to information whether digital or paper is managed by role based access controls, Active Directory authentication including passwords, privilege levels, physical security, printer passwords, shredding facilities and services, secure disposal of hardware assets and electronic and physical door access controls. All aspects outlined above are described in detail within Force policies.</p> <p>All new systems are accredited before they go live. This ensures that any risk to the confidentiality, integrity and availability of data is documented and mitigated where possible and in line with the Senior Information Risk Officer (SIRO), Information Risk Appetite.</p> <p>All OPCC for Northumbria systems and those containing personal information have a dedicated Information Asset Owner, who receive training to ensure that that they understand their role. With this including their</p>

	<p>management of who has access to the systems they are each responsible</p> <p>OPCC for Northumbria Staff are required to complete mandatory annual Data Protection and Information Security training to ensure that they are aware of their responsibilities.</p> <p>There is an OPCC for Northumbria Information Security Policy in place.</p>
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