



# PCC FOR LANCASHIRE

## Photos & Images – Staff and Public Engagement – Privacy Notice

### 1 Introduction

The Police & Crime Commissioner (PCC) for Lancashire is committed to protecting your personal information.

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the UK General Data Protection Regulation (the "UK GDPR") and the Data Protection Act 2018 (DPA) and other legislation relating to personal data and rights, such as the Human Rights Act 1998.

This Privacy Notice contains essential 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 we have collected. The images collected will relate to:

- Members of the public and representatives from partner organisations obtained during public engagement undertaken by the PCC in fulfilment of his role
- Staff from the Office of the PCC for employment and security purposes.

A copy of our general [Privacy Notice](#) can also be found on our website, which provides general details regarding why and we will process personal data.

We may need to make changes to our Privacy Notice, so please check out our website for updates from time to time. If there are significant changes, such as changes to where your personal data will be processed, we may need to contact you to let you know.

### 2 Who we are?

This Privacy Notice is provided to you by the PCC for Lancashire, who is the data controller of this data.

### 3 Your personal data – what is it?

"Personal Data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can



be directly using the data itself, or by combining it with other information which helps to identify a living individual.

#### 4. The data we may collect about you:

A picture/image of you the data subject, either on your own or as part of a group.

Where we are seeking to directly capture your image you will be informed and provided with the reason as to why the image is to be captured. Where appropriate your consent will be sought.

#### 5 What is the legal basis for processing your personal data?

The PCC will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access, and disclosure.

The lawful bases under which the PCC for Lancashire may process your personal data within images are:

- Legal Obligation – staff images, these will be captured and retained for the purpose of identification and security.
- Consent – for publicity purposes. This includes staff members as well as members of the public, members/staff of other organisations. However, you can remove your consent at any point by contacting the office.

#### 6 Sharing your personal data:

We may engage the services of commercial companies to store and manage your information on our behalf. Where we have these arrangements, there is usually a contract, memorandum of understanding or information sharing agreement in place to ensure that the requirements of the UK GDPR on handling personal information are met.

There are also occasions where we may be required to share your information with other organisations. The PCC for Lancashire will take steps to ensure any disclosures of personal data are 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.



## 7 How do we keep your personal information secure?

We are committed to ensuring that your personal data is safe and processed securely. To prevent your personal data from being accidentally lost, used, or accessed in an unauthorised manner, altered, or disclosed, we have put in place a suitable physical, electronic, and managerial measures. These include information governance training for our staff. We have also compiled procedures to safeguard and secure the information that we hold about you which our staff adhere to. We use a case management system to keep all your information secure.

Where appropriate, we will limit the access to your personal information to those employees who have a business need to know, for instance through secure work areas and access controls on all our systems. Employees, contractors and other third parties who handle personal data will only process your personal information in line with our direct instructions.

## 8 How long do we keep your personal data?

Personal data contained within photos/images will be kept in line with our retention policy relevant to the purpose for which the image has been collected and processed.

## 9 Your rights and personal data

You have the following rights in relation to your personal data:

- Right to be informed
- Right to access
- Right to request rectification
- Right to erasure
- Right to restrict processing
- Right to Data Portability
- Right to Object
- Rights relating to Automated Decision Making

Should you wish to exercise your right to access your personal data, further details are contained on our [website](#), or you may contact us via the details blow in relation to any of the rights above.

**Email us:** [Commissioner@lancashire-pcc.gov.uk](mailto:Commissioner@lancashire-pcc.gov.uk)

**Call us: 01772 533587**

### ***If you wish to Complain***

If you have any concerns about how the PCC for Lancashire is handling your personal data, these can be raised with the Data Protection Officer: Data Protection Officer, PCC for Lancashire, PO Box 100, County Hall, Preston, PR1 0LD 01772 533587.



The Information Commissioner is the independent regulator responsible for enforcing the Data Protection Act and advising on privacy rights. The information Commissioner's Office contact details are as follows:

Telephone: 0303 123 1113

Website: <https://ico.org.uk/make-a-complaint/>

Mail: The Information Commissioner's Office  
Wycliffe House  
Wilmslow  
Cheshire  
SK9 5AF