



North Yorkshire Police and Crime Commissioner

PRIVACY NOTICE – Website Forms and Social Media

The North Yorkshire Police and Crime Commissioner (the Commissioner), is committed to protecting your personal information.

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.

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

This version of our Privacy Policy was last updated on **17th May 2018**.

Who are we?

This Privacy Notice is provided to you by the Police and Crime Commissioner, which is the data controller for your data.

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 (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). 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 other legislation relating to personal data and rights such as the Human Rights Act.

The data we may collect about you

Personal Data that we may collect includes:

- Name, Address and any other contact details such as email address and telephone numbers, gender and marital status
- Information about your phone, laptop, and how you use our website

What is the legal basis for processing your personal data?

If you chose to use the Police and Crime Commissioner's website or contact the Police and Crime Commissioner through the use of a webform or social media, we may continue to process your information to the following reasons:

- To meet a legal requirement such as using the information gathered for fraud prevention or detection
- To meet our legitimate interests to improve our website and set default options for you.

On the 25th May 2011 amendments were made to The Privacy and Electronic Communications Regulations 2003 regulations, which require businesses and organisations running websites in the UK to get consent from visitors to their website in order to store cookies on user's computers.

Information about the cookies collected on our website and how to block them can be found [here {hyperlink to cookies page – see below for cookies page}](#)

Further information in relation to the use of consent can be found [here {hyperlink to consent statement}](#)

The Commissioner 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 to protect personal data from loss, misuse, unauthorised access and disclosure.

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 always a contract, memorandum of understanding or information sharing agreement in place to ensure that the requirements of the GDPR on handling personal information are met.

There are also occasions where we may be required to share your information with other organisations. Details on this can be found [here {hyperlink to sharing your information page}](#)

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so.

Website Forms:

The website automatically deletes the information that you submit via the 'contact us' form after **XXX** months.

Copies received by the office will be kept in line with our retention policy. {[hyperlink to retention schedule](#)}

Social Media:

We do not keep a log of enquiries and posts made through social media, however, if you make a complaint this may be logged in line with our complaints policy and procedure to investigate and provide a response.

Any use of social media in your control, such as sending us a tweet, you will be able to delete. Any direct messages sent to us will be deleted after **XXXX** from the last communication.

In relation to Facebook, we will not as a matter of course delete anything posted to our page unless it contains inappropriate content.

How do we keep your information secure

We are committed to ensuring that your personal data is safe. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information that we hold about you. These include:

- Secure work areas
- Information security awareness for our staff
- Access controls on all systems
- Encryption of personal data
- Testing, assessing and evaluating the effectiveness of technical security controls

Your rights and your 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

Further information about these rights and how you can exercise them can be found [here {hyperlink to your personal rights page}](#)

Further processing

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

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on the Commissioner's website: www.northyorkshire-pcc.gov.uk

Contact Details

Details as to how we can be contacted as well as how you can submit a complaint is available [here {hyperlink to who you can contact page}](#)

END

Privacy and Cookies Page

Please rename this page: Cookies

How we uses cookies to store certain information for the improvement of the site and its stance on privacy.

Cookies are small text files which are served to your browser for your computers to store.

We use cookies to:

- Improve your browsing experience (eg. saving customisation settings)
- Collect anonymous data to improve the website (eg. device/browser usage, page visit routes)

Knowing how our users visit and use our website is how we know where to improve.

We **do not** use cookies for advertising purposes, or pass user data to any other organisation or website.

All cookies used on this site are listed below. If you do not wish these cookies to be tracked you can [disable them in your browser](#), but there is a possibility that this may negatively affect your experience whilst using the website.

First party cookies

These are cookies that may be controlled and set by us on this domain, used to provide site functionality and optimisation.

Name	Purpose
resolution	Set and used by Adaptive Images to serve appropriately sized images for your device
wordpress_test_cookie	Set and used by WordPress to test for cookie capability
comment_author, comment_author_email	Set and used by WordPress to remember a commenting user's details
wp-settings, wp-settings-time	Set and used by WordPress to remember a logged-in user's preferences

Third party cookies

These are cookies that may be controlled and set by external services / tools, used to enhance our site and provide usage information.

Name	Purpose
__utma, __utmb, __utmc, __utmv, __utmz	Set and used by Google Analytics to <i>anonymously</i> track user activity
NREUM, NRAGENT, JSESSIONID	Set and used by New Relic to <i>anonymously</i> track user activity
khcookie, NID, SNID and PREF	Set and used by Google Maps to provide interactive location services
APISID, HSID, NID, PREF, SSID, SID, SAPIID	Set and used by Google Site Search to provide search functionality

Form data

We may collect the following information from any of the site's input forms:

- Your full name
- Contact information including email address and telephone (if supplied)

Security

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide while visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.