

Fair Processing Notice

This document explains how Hertfordshire Constabulary obtains, holds, retains, processes and discloses information about individuals (their personal data), the steps we take to ensure that it is protected and the rights of people have in regard to their personal data being processed by the Constabulary.

Further information can be found by [clicking here](#).



HERTFORDSHIRE

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Why does Hertfordshire Constabulary process personal data?

We process personal data for a policing purpose, which includes:

- ◆ Protecting life and property
- ◆ Preserving order
- ◆ Preventing the commission of offences
- ◆ Bringing offenders to justice
- ◆ Any duty or responsibility of the police arising from common or statute law



Whose personal data does Hertfordshire Constabulary process?

We handle information relating to a range of individuals, including:

- ◆ Victims
- ◆ Witnesses
- ◆ Complainants
- ◆ Suspects
- ◆ Offenders

What type of personal data does Hertfordshire Constabulary process?

We process a large range of personal data, including:

- ◆ Personal details, such as name, address and date of birth
- ◆ Family, lifestyle and social circumstances
- ◆ Financial, employment and education details
- ◆ Racial or ethnic origin, political opinions and religious beliefs
- ◆ Criminal proceedings, offence details (including alleged offences) and criminal intelligence and physical identifiers including DNA and fingerprints



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All personal information is held and processed in accordance with the Data Protection Act 1998 and Statutory Code. Anyone working within the Hertfordshire Constabulary may only use information in accordance with their policing duties.

Information held by the Hertfordshire Constabulary may be shared with other organisations where this is necessary for a policing purpose, for example information is shared:

- ◆ With Criminal Justice systems as part of the pre-charge and post-charge processes e.g. prosecuting someone through the Court
- ◆ When working with partner agencies to reduce crime and disorder, and anti-social behaviour as required by the Crime and Disorder Act
- ◆ With the Disclosure and Barring Service, which provides information to organisations in order to enable them to make safer recruitment decisions by identifying potential candidates who may be unsuitable to work with children or other vulnerable members of society
- ◆ With other professional and regulatory bodies.

How do I find out what information Hertfordshire Constabulary may hold about me?

- ◆ You have a right to see information held about you and can request access to your own information as detailed within the Subject Access procedures.
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What are my 'subject access rights'?

- ◆ Subject to certain exemptions, you have a right to be told whether Hertfordshire Constabulary holds any information about you (your 'personal data') and a right to be provided with a copy of that personal data within a 40 day period. An additional week should be allowed for postage.
 - ◆ If you wish to exercise these rights please complete the Subject Access form carefully and follow the instructions regarding the £10 fee, proof of identity, and ways to return the form to Hertfordshire Constabulary.
 - ◆ Under the Data Protection Act Hertfordshire Constabulary may, in certain circumstances, decide not to provide you with some personal data. For example, we will not provide personal data if we feel releasing it to you would be likely to prejudice policing purposes, and we may not provide you with information that identifies other individuals.
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Where can I find the Subject Access form?

- ◆ The [Subject Access form](#) can be downloaded by [clicking here](#).
 - ◆ Please also read the [Applicant Guidance Document](#).
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Need further advice? Please write to:

**Information Compliance Office
Hertfordshire Constabulary
Police Headquarters
Stanborough Road
Welwyn Garden City
Hertfordshire
AL8 6XF**



Or telephone:

01707 354 177

Or fax:

01438 757 419

Or send an email to:

informationservices@herts.pnn.police.uk

Or visit:

[Hertfordshire Constabulary's Information Services website](#)