

## Privacy notice

### How we process your personal data for the purposes of procuring services from suppliers

#### Who we are

The Independent Office for Police Conduct (“IOPC”) was established to oversee the police complaints system in England and Wales and maintain public confidence in it. Our powers and duties are principally set out in the Police Reform Act 2002 (“PRA”) and associated regulations. In order to fulfil our statutory remit we carry out independent investigations into alleged misconduct and deaths or serious injuries following police contact. We also determine appeals from local police investigations into a complaint. We use learning from our work to influence changes in policing with a view to promoting best practice. We do this by making public statements, outreach work with stakeholders, making organisational recommendations, carrying out research, analysis and collating statistics in order to produce and publish thematic reports.

For further information on what we do, please visit [our website](#).

#### Why we process information about you

The IOPC collects, processes and shares personal information in order to carry out its statutory functions. As a representative of a prospective supplier or supplier of goods and / or services to the IOPC, we process personal information about you. This makes you a “data subject.”

We use your personal data to communicate with you and your organisation. We collect and retain personal data where your organisation provides us with goods and / or services under a contractual arrangement. We will also process your personal data to facilitate and process a complaint you may make or feedback you may give about the contact you have had with us. We use your personal data where necessary in order to fulfil our contractual obligations and any other legal obligations we may have. We will also share this data with third parties where necessary (please see the section “Who we share your data with” below.)

#### The kind of personal information we collect and process

##### Personal data

Personal data refers to any information by which a living individual can be identified. Individual identification can be by information alone or in conjunction with other information.

The personal data we collect about you may include, but is not limited to: name, other contact details (e.g. work email and telephone numbers), sex, employer, job title, your car registration details and images of you (including photographs and CCTV footage) where you have visited our premises.

## **Our legal basis for processing your data**

We process your personal data where:

- we are communicating with you with a view to entering into a contractual arrangement
- it is necessary to do so for the performance of a contract
- the IOPC has a legitimate interest in safeguarding the security of its premises and the information held in them
- we have another legal obligation to do so

## **Who we share your data with**

We are required to share your data with a third party where we have a legal obligation to do so. We also share information with other public bodies and government departments in order to facilitate the exercise of their statutory or other public functions. The categories of persons we share your personal data with are:

- our employees
- other contractors and service providers
- banks and other financial institutions
- courts and tribunals
- government bodies
- regulators
- the Information Commissioners' Office
- HMRC and other government departments
- public bodies

## **How long we will keep your data**

We have a retention and disposal schedule, which lists the data we hold and how long we hold it for. To find out how long we keep your data please see our [retention and disposal schedule here](#).

## **Your rights in relation to the data we hold**

Data protection legislation provides you with a number of rights relating to your personal data. These rights are subject to some specific exemptions. Your rights may include:

- the right to access your data
- the right to have your data corrected if it is wrong or incomplete
- the right to request restrictions to the processing of your data
- the right to object to your data being processed
- the right to have your data erased
- the right to be informed about how your data is processed
- rights around automated decision making and data portability

To understand more about these rights are and how to exercise them please see [our website](#).

Please keep us informed of any changes to your information so that we can be confident that the

data we hold about you is accurate.

### **Automated decision making**

Currently, the IOPC undertakes no automated decision making in relation to your personal data.

### **Our Data Controller and Data Protection Officer**

Our data controller is the Director General. The data controller has overall control over the purpose for which and the manner in which we obtain and process personal data.

The IOPC has a designated Data Protection Officer and a Freedom of Information and Data Protection Team. If you have any queries or concerns about exercising your data rights or the way in which we collect, handle or process your data, please contact the team either via [the contact us page of our website](#) or by emailing [dpo@policeconduct.gov.uk](mailto:dpo@policeconduct.gov.uk).

Alternatively you can contact our switchboard on 0300 020 0096 between 9am and 5pm, Monday to Friday.

### **Your right to complain to the Information Commissioner**

If you are unhappy with any aspect of the way in which we have processed your personal data, you have the right to make a complaint to the Information Commissioner's Office:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

[www.ico.org.uk](http://www.ico.org.uk)

Tel: 0303 123 1113

[casework@ico.org.uk](mailto:casework@ico.org.uk)

### **Feedback or complaints about our service or staff**

If you want to give us feedback or make a complaint about our service or staff please contact our Complaints and Feedback Team either through the [contact us page of our website](#) or by emailing [Feedback@policeconduct.gov.uk](mailto:Feedback@policeconduct.gov.uk)

Alternatively you can contact our switchboard on 0300 020 0096 between 9am and 5pm, Monday to Friday or leave a voicemail message at any time on 0207 166 3261.

### **Review of this notice**

This privacy notice will be reviewed regularly and may be subject to revision. [Please visit our website here to check for any updates.](#)