

PFCC Decision Report

Please ensure all sections below are completed

Report reference number: 073-21
Classification (e.g. Not protectively marked/restricted): Not protectively Marked
Title of report: Reviewed Policies and Privacy Notices
Area of county / stakeholders affected: Countywide
Report by : Darren.Horsman@essex.police.uk Date of report: 15.6.2021 Enquiries to: Darren.Horsman@seex.police.uk

1. Purpose of the report

To seek approval for a range of policies and privacy notices that have recently been reviewed as part of the regular policy review schedule.

2. Recommendations

The Commissioner agrees the following revised policies and privacy statements.

- Employee Privacy Notice
- Volunteer Privacy Notice
- PFCC Website Privacy Notice
- Record Retention and Disposal Policy
- Social Media Policy

3. Benefits of the proposal

These updates will provide reassurance to both the Commissioner and their team that data is being managed appropriately within the office. The public, volunteers and employees will have visibility of how and why their data is being used. The Commissioner's team will also have good consistent guidance on the appropriate use of social media.

4. Background and proposal

The Data Protection Act 2018 regulates the processing of information relating to individuals. This includes the obtaining, holding, using, or disclosing of such information and covers computerised records as well as manual filing systems and card indexes.

The General Data Protection Regulation (GDPR) was applied from 25 May 2018 (replaced by UK GDPR in January 2021). The UK GDPR places greater emphasis on the documentation that data controllers must keep in order to demonstrate their accountability. This Regulation is inherent in the requirements of the Data Protection Act 2018.

The PFCC for Essex is a registered Data Controller (registration no. Z3451171). The PFCC, in providing a service as a public authority, collects, stores and processes personal information. The PFCC must comply with the provisions of the Data Protection Act, UK GDPR and other relevant legislation when processing personal information.

All data controllers have a responsibility to make sure they protect personal data and keep it secure. All team members who manage personal data have a personal responsibility to do so appropriately.

Following the reorganisation of the PFCC's office in 2019/2020 a new DPO and SIRO were appointed. This resolved some of the legacy issues around clarity of responsibilities raised in earlier audits.

The PFCC also committed, in their annual plan, to the development and implementation of a data protection action plan as an additional part of their data protection framework. As part of this action plan the documents recommended for approval have been reviewed by the Data Protection Officer, external experts and further reviewed by the Commissioner's Senior Management Team.

5. Alternative options considered and rejected

The Commissioner could choose not to approve these documents but that would fail to take advantage of the benefits of a regular review system which incrementally refines, updates, and improves the overall data handling and policy framework within the office. More importantly this would also fail to take advantage of the improvements presented in these documents.

6. Police and Crime Plan/Fire and Rescue Plan

Public confidence is a key performance indicator for both the Police and Crime Plan and Fire and Rescue Plan. Effective data management is a prerequisite of maintaining public confidence and as compliance with legal responsibilities. This quarterly review helps support the Commissioner in complying with their legal duty, maintaining public confidence and being a trusted partner within the wider Essex system.

7. Police operational implications

There are no operational policing implications.

8. Financial implications

There are no direct financial implications for this decision.

9. Legal implications

This decision will help to fulfil the Commissioner's legal obligations in relation to their Data Protection Act obligations.

10. Staffing implications

All staff are legally responsible for the data they handle both individually and as representatives of the Commissioner's office. The documents included in this proposal help to support staff in complying with their legal duty while also being clear on the level of responsibility on Information Asset Owners and SMT.

11. Equality and Diversity implications

There are no direct equality and diversity implications from this review.

12. Risks

At the heart of this review is the need to manage risk and specifically the risk of handling data. The documents if agreed with help mitigate this risk.

13. Governance Boards

These documents have been reviewed at the Commissioner's Senior Management Team on the 28th of April 2021.

14. Background papers

- PFCC Website Privacy Notice
- Employee Privacy Notice
- Volunteer Privacy Notice
- Record Retention & Disposal Policy
- Social Media Policy

Report Approval

The report will be signed off by the OPFCC Chief Executive and Treasurer prior to review and sign off by the PFCC / DPFCC.

Chief Executive / M.O.

Sign: 

Print: Darren Horsman - Deputy MO

Date: 15.6.2021.....

Chief Finance Officer / Treasurer Sign: *Julia Berry*.....

Print: Julia Berry.....

Date: 16 June 2021.....

Publication

Is the report for publication?

YES

NO

If 'NO', please give reasons for non-publication (Where relevant, cite the security classification of the document(s). State 'None' if applicable)

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If the report is not for publication, the Chief Executive will decide if and how the public can be informed of the decision.

Redaction

If the report is for publication, is redaction required:

1. Of Decision Sheet? YES
NO

2. Of Appendix? YES
NO

If 'YES', please provide details of required redaction:

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Date redaction carried out:

Treasurer / Chief Executive Sign Off – for Redactions only

If redaction is required, the Treasurer or Chief Executive is to sign off that redaction has been completed.

Sign:

Print:

Chief Executive/Treasurer

Date signed:

Decision and Final Sign Off

I agree the recommendations to this report:

Sign: 

Print: ROGER HIRST

PFCC

Date signed: 29 June 2021

I do not agree the recommendations to this report because:

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Sign:

Print:

PFCC/Deputy PFCC

Date signed: