



## Who may receive information about me?

It is important to understand that those listed below may receive information but only in the context of a policing purpose. It is not automatic, but dealt with on a case-by-case basis, and in accordance with legislation, policy and practice.

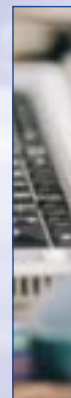
- The Data Subject
- Relatives, guardians or other person associated with the Data Subject
- Current, past or prospective employers of the Data Subject
- Healthcare, social and welfare advisers and practitioners
- Police Forces
- Local and central government
- The media
- Data Processors
- Law enforcement agencies
- Customs & Excise
- International law enforcement agencies/bodies
- Home Office police forces
- Regulatory bodies
- Licensing authorities
- Legal representatives
- Prosecuting authorities
- Defence solicitors
- Courts
- Prisons
- Security companies
- Partner agencies involved in crime and disorder strategies
- Private sector organisations working with police in anti-crime strategies
- Voluntary sector organisations
- Approved organisations and people working with police
- Police Complaints Authority

## What do I do if I believe that someone has misused my information?

The Police Service will investigate any complaint of misuse. You will need to contact the Professional Standards Department at West Hill, Winchester, Hampshire, SO22 5DB or telephone 01962 871538

## Rehabilitation of Offenders Act

If you require information about whether to disclose details of a conviction or a spent conviction you may contact the Information Compliance Unit who will provide general guidance. However, for legal advice you should contact a solicitor or the Citizens Advice Bureau.



**If you would like to know more about what is done with your information, or if you wish to obtain a Subject Access application form please contact The Information Compliance Unit:**

**Tel: 01962 871541**

**Or E-mail:**

**[Data.Protection@Hampshire.PNN.Police.UK](mailto:Data.Protection@Hampshire.PNN.Police.UK)**

# What happens to INFORMATION held about YOU?

## GOOD PRACTICE GUIDE

...a leaflet about your rights and our obligations to you.

## Why keep computerised and paper records about you?

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Information is held about you so that we can record details of offences that have occurred within Hampshire and the Isle of Wight and so that we can investigate these offences and record actions taken and results.

The information we hold relates mainly to victims, witnesses, suspects and offenders, police officers and support staff

To identify who you are we need your:

NAME  
ADDRESS  
DATE OF BIRTH

Information is held solely for the policing purpose, staff administration, and administration and ancillary support for the policing purpose.

## Legal responsibilities

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The Data Protection Act 1998 gives you the individual (known in the act as the Data Subject) various rights.

All staff working in the service have a duty of confidentiality. A breach of confidentiality or the Data Protection Act 1998 may result in the Force taking disciplinary action.

The service actively implements and regularly audits security measures to ensure your information is safe.

## Your rights under the Data Protection Act 1998

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- You have a right to see information held about you (see Subject Access below).
- You have the right to prevent use of your information if it is likely to cause you distress.
- You have the right to seek compensation if you suffer damage due to the way information is used about you.
- You have the right to ask for a record to be corrected if you believe factual information is wrong.
- Your rights are shown in the Data Protection Act 1998.

## How to access your records – subject access

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- You (the Data Subject) can request access to your own information by completing a form obtained only from the address given overleaf.
- The Information Compliance Unit will:
  1. Deal with the access request provided that:
    - a) you currently reside within Hampshire or the Isle of Wight,
    - b) if you now reside abroad your last address was in Hampshire or the Isle of Wight, or
    - c) you are seeking information relating to a specific incident that occurred within Hampshire or the Isle of Wight.
  2. Request more details from the Data Subject to ensure they are dealing with the correct person.

3. Charge £10 to cover administrative costs.
4. Request the fee (if payable) prior to the data subject receiving the information.
5. Comply with the requests within 40 days of receipt of both the fee and the necessary information to find the record.
6. Not provide information that is exempt under the Act.

The Police Service does not supply 'Good Conduct Certificates' or 'Police Clearance Certificates'.

## What else may your information be used for?

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Your information may be shared with other organisations for the policing purpose.

1. It will be used to gather evidence and intelligence for the policing purpose.
2. It could be used for research to investigate new methods of service delivery and management procedures so that outcomes continually improve.
3. It may be passed to partnership agencies under the provisions of the Crime and Disorder Act 1998, Memoranda of Understandings or joint protocols.
4. Your information is used to help manage Hampshire Constabulary, usually anonymised but sometimes in an identifiable format for national and local returns. These returns are interrogated for timeliness, quality of information and provision of service.