

## Privacy Notice – Vetting

### Who we are

The Police Service of Scotland is a constabulary established under the Police and Fire Reform (Scotland) Act 2012. Its headquarters is located at Tulliallan Castle, Kincardine, FK10 4BE, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: [dataprotection@scotland.pnn.police.uk](mailto:dataprotection@scotland.pnn.police.uk), and by telephone on 101.

### About this notice

This notice is to advise you of how your personal information will be dealt with (processed) by Police Scotland and your rights in relation to the processing. This notice covers information processed for a non-crime purpose.

The Chief Constable of the Police Service of Scotland is the controller of your personal information and is the authority that decides the purposes for which your personal information will be processed. Police Scotland can be contacted by telephoning 101.

The tables below provide you with details of:

- why we process your personal information
- what our lawful basis is for having it
- the categories of people the information relates to
- the categories of personal information we hold
- the source of the information
- what would happen if we did not have it
- the length of time we will keep your information
- who we will share it with

## Purpose and basis for processing

Purpose of processing	Lawful basis for processing	Categories of individuals	Categories of personal data	Source of personal data	Consequences of failing to provide information
To assess and maintain the suitability, integrity and standards of potential and current employees of Police Scotland.	Public task – Police & Fire Reform (Scotland) Act 2012  Substantial public interest – statutory and government purposes	Current and potential employees of Police Scotland.	Name, Image, Date of Birth, Place of Birth, Address, Postcode, Financial data/banking details  Alleged or actual offences  Mental health data, Evidence of extreme political, religious or philosophical beliefs incompatible with Police Scotland code of ethics	Data subject	Unable to complete application forms or carry out standard vetting procedures.  Unable to correctly identify and carry out checks on individuals for recruiting purposes.  Applications would not be accepted and potential recruits would be unable to join Police Scotland in any capacity.
To assess and maintain the suitability, integrity and standards of potential and current employees of Police Scotland.	Public task – Police & Fire Reform (Scotland) Act 2012	Family members / acquaintances of current and potential employees of Police Scotland.	Name, Date of Birth, Address, Postcode, Occupation  Alleged or actual offences	Relative / acquaintance of data subject	Unable to complete application forms or carry out standard vetting procedures.  Unable to correctly identify and carry out checks on individuals for recruiting purposes.  Applications would not be accepted and potential recruits would be unable to join Police Scotland in any capacity.

Purpose of processing	Lawful basis for processing	Categories of individuals	Categories of personal data	Source of personal data	Consequences of failing to provide information
To assess and maintain the suitability, integrity and standards of potential and current contractors.	For the performance of a contract  Substantial public interest – statutory and government purposes	Current and potential contractors.	Name, Image, Date of Birth, Address, Postcode, Financial data/banking details  Alleged or actual offences  Mental health data, Evidence of extreme political, religious or philosophical beliefs incompatible with Police Scotland code of ethics	Data subject	Unable to complete application forms or carry out standard vetting procedures.  Unable to correctly identify and carry out checks on individuals to ensure integrity and honesty.  Contractors would not be accepted.

## Keeping and sharing your information

In this section, we explain how long we keep (retain) your information and who we might share it with:

Category of information	Length of storage period (Reference to the <a href="#">Record Retention SOP</a> )	International Sharing (can be left blank if no transfers)	Recipients of personal information (Details of organisations we pass personal information on to)
<p>Name, Image, Date of Birth, Place of Birth, Address, Postcode, Financial data/banking details, Mental health data, Alleged or actual offending data.</p> <p>Evidence of extreme political, religious or philosophical beliefs incompatible with the Police Scotland code of ethics.</p>	<p>Section 16 – Personnel, Training and Recruitment</p> <p>Subsection: Personnel - Vetting</p>	<p>N/A</p>	<p>International Assistance Unit (Police Scotland) who may send to ACRO (only if lived abroad for over 1 year).</p> <p>Occupational health organisations.</p> <p>Scottish Government (only if National Security Vetting is required).</p>

## Your Rights

You have certain rights in relation to how we process your personal information. These are listed below.

### 1. Right of access – this is called making a subject access request

This means that you are entitled to, amongst other things, a copy of the information we hold on you, although there are exceptions to this. For further information and details on how to make a subject access request please click [here](#) or visit the Police Scotland website at [www.scotland.police.uk/access-to-information/data-protection/subject-access-requests](http://www.scotland.police.uk/access-to-information/data-protection/subject-access-requests).

### 2. Right to rectification

We must correct without delay, any personal information we hold on you which is not accurate. If you think anything is wrong, you should contact us by post or e mail. There are exceptions to when we have to correct the information, and you will be advised if we have to apply them. If it is not possible to establish the accuracy of the personal information, we will restrict how we process it, for example restrict who can see your information, or who we disclose it to.

### 3. Right to erasure, restriction of processing or right to object

You have a right to request that we delete your personal information, but this will only be done when we are not legally required to keep it. On occasion it may be more appropriate to restrict how we process it, for example restrict who can see your information, or who we disclose it to.

You also have the right to object to the processing we carry out, if our legal basis for doing so (as detailed above) is for carrying out a task in the public interest, exercising our lawful duty or we believe it is in our legitimate interests.

For more information about any of these rights, go to [www.scotland.police.uk/access-to-information/data-protection/your-rights](http://www.scotland.police.uk/access-to-information/data-protection/your-rights) or email [information.assurance@scotland.pnn.police.uk](mailto:information.assurance@scotland.pnn.police.uk).

If we refuse to carry out your requests in full under paragraphs 1, 2 or 3 above, you have the right to ask the Information Commissioner to check whether our decision is correct.

If you are unhappy in any way with how we have dealt with your information, you have the right to complain to the Information Commissioner.

The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate)

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