

Privacy Notice – People and Development

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, 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 any 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

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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
<p>Processing employee information for the purposes of their employment, pension, and termination / retirement / voluntary redundancy</p> <p>Including:</p> <p>To process and amend contracts of employment</p> <p>Flexible Working applications</p> <p>Managing capability (attendance and performance), grievance and disciplinary matters</p> <p>Processing travel (including business travel) and other expenses</p>	<p>Police Officers – Public task</p> <p>Police & Fire Reform (Scotland) Act 2012</p> <p>Police Service of Scotland Regulations 2013</p> <p>Police Service of Scotland (Performance) Regulations 2014</p> <p>Police Service of Scotland (Conduct) Regulations 2013</p> <p>Staff – Performance of a contract</p> <p>Relevant legislation:</p> <p>Employment Rights Act 1996</p> <p>Public Service Pensions Act 2013</p> <p>Police Pension Scheme (Scotland) Regulations 2015</p> <p>Trade Union & Labour Relations Act 1992</p>	<p>Police Officers and Staff</p> <p>Next of kin, dependants</p> <p>Contractors</p> <p>Agency Workers</p> <p>Temporary Workers (inc. Apprentices, Work Placements and Interns)</p>	<p>Personal data</p> <p>Name, Date of birth, Gender, Address, Phone numbers, E-mail address, ID numbers / identifiers, Photograph</p> <p>Dependants information, Contacts / next of kin, Personal description (including tattoos), Vehicle registration, Driving licence</p> <p>Rank / job title, Payroll details, Pension details, Absence records, Previous employer details, Capability / disciplinary information, Qualification and certificates</p> <p>Convictions / offences</p> <p>Special categories of personal data</p> <p>Racial / ethnic origin, Religious beliefs, Sexual orientation, Disability information, Results of substance misuse testing</p>	<p>Data subject</p>	<p>Unable to fulfil the contract between employee and employer</p> <p>Unable to keep and maintain a record of information relating to your employment / service</p> <p>Unable to assess your performance, conduct and standards of professional behaviour required for carrying out your role</p> <p>Unable to process your resignation / retirement</p> <p>Unable to consider you for Voluntary Redundancy or Voluntary Early Retirement</p> <p>Unable to forward your pension documentation to either the Scottish Public Pensions Agency (SPPA) or the Local Government Pension Scheme (LGPS)</p> <p>Unable to reimburse travel and other relevant expenses incurred in the course of your duties, Chief Officer relocation expenses, or expenses for staff who are detrimentally affected by organisational change</p>

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Purpose of processing	Lawful basis for processing	Categories of individuals	Categories of personal data	Source of personal data	Consequences of failing to provide information
Employment Monitoring	Legal Obligation – Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012	Police Officers, Staff and Special constables	Age, Gender Racial / ethnic origin, Religion or beliefs, Sexual orientation, Disability information	Data subject (voluntary)	Impact on our ability to undertake any demographic analysis, identification and to report on and respond to trends in the workplace to meet the requirement for a reflective workforce
Managing the medical welfare and health of staff Including processing: Sickness absence Ill Health Retirement Injury on duty claims Fitness for task	Legal Obligation – Health & Safety at Work Act 1974 Police (Injury Benefit) (Scotland) Regulations 2007 Public Task Firearms Act 1968 Police & Fire Reform (Scotland) Act 2012	Police officers and Staff Agency Workers Special Constables	Doctor’s details, Medical / Health information, Fitness test results	Data subject	Unable to retire you through ill health Unable to provide advice and guidance or explore deployment opportunities for you Unable to record and analyse injuries arising from work Unable to progress any injury on duty award Unable to report to the HSE (Health & Safety Executive) Unable to assess whether individuals are medically fit for their role

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Purpose of processing	Lawful basis for processing	Categories of individuals	Categories of personal data	Source of personal data	Consequences of failing to provide information
<p>Managing employees in accordance with equality legislation</p> <p>Including:</p> <p>Managing any Adoption, Maternity & Paternity issues</p> <p>Providing reasonable adjustments for Officers and Staff</p> <p>Ensuring Officers and Staff carry out their role within a safe working environment and providing any relevant support / equipment.</p>	<p>Legal obligation</p> <p>Equality Act 2010</p> <p>Employment Rights Act 1996</p> <p>Children and Families Act 2014</p> <p>Health & Safety at Work Act 1974</p> <p>European Convention on Human Rights</p>	<p>Police Officers and Staff</p> <p>Contractors</p> <p>Agency Workers</p> <p>Temporary Workers (inc. Apprentices, Work Placements & Interns)</p>	<p>MATB1 certificates from doctors</p> <p>Medical / Health information</p>	<p>Data subject</p>	<p>Unable to process and track adoption, maternity and paternity requests for you</p> <p>Unable to process pension contributions for you as required</p> <p>Unable to provide guidance and support prior to, during and on your return from a period of adoption, maternity or paternity leave</p> <p>Unable to carry out risk assessments and workplace assessments for you in order to provide support and reasonable adjustments</p>
<p>To assess secondary employment or other business interests at the same time as being employed by SPA / Police Scotland</p>	<p>Police Officers – Public task</p> <p>Police Service of Scotland Regulations 2013</p> <p>Staff – Performance of a contract</p>	<p>Police Officers and Staff</p> <p>Contractors</p> <p>Agency Workers</p> <p>Temporary Workers (inc. Apprentices, Work Placements & Interns)</p>	<p>Name, Phone numbers, E-mail address, Police Scotland Identifier (PSI), Rank / job title</p> <p>Business details or employer (including address)</p>	<p>Data subject</p>	<p>Unable to undertake an assessment or provide consent</p> <p>Unable to carry out checks to ensure that your working hours do not exceed those recommended within the Working Time Regulations Directive</p>

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Purpose of processing	Lawful basis for processing	Categories of individuals	Categories of personal data	Source of personal data	Consequences of failing to provide information
<p>Delivering training to external agencies / organisations</p>	<p>Public task Police and Fire Reform (Scotland) Act 2012 and associated regulations</p>	<p>British Transport Police (BTP) Officers External partner agencies e.g. Ambulance, Fire & Rescue, Ministry of Defence, SEPA National & International LEAs / NGOs</p>	<p>Name, Rank / job title, Dates of training</p>	<p>Data Subject</p>	<p>Unable to provide training and / or facilities to external partner agencies You would be unable to deliver training internationally (if required) or facilitate international visits for you, as contracted by either the Scottish or UK Governments</p>
<p>In the event of a Death in Service</p>	<p>Police Officers – Public task Police Service of Scotland Regulations 2013 Staff – Performance of a contract</p>	<p>Police Officers and Staff Temporary Workers (inc. Apprentices, Work Placements & Interns) Next of kin / relatives</p>	<p>Officers and Staff Name, Date of birth, Address, Phone numbers, E-mail address, NI number, Photo ID, Police Scotland Identifier (PSI), Payroll number, Rank / job title, ID numbers, Dependants, Contacts / next of kin Next of Kin Name, address, telephone relationship</p>	<p>Data subject / Scope (HR system)</p>	<p>Unable to deal with arrangements efficiently and provide your next of kin / those closest to you with appropriate information and support Unable to facilitate the appropriate administrative procedures to be carried out to conclude employment / service and to arrange payment of pension and any other death in service benefits, as appropriate</p>

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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 Record Retention SOP)	International Sharing	Recipients of personal information (Details of organisations we pass personal information on to)
<p>Processing employee information for the purposes of their employment, pension, and termination / retirement / voluntary redundancy</p> <p>To assess secondary employment or other business interests at the same time as being employed by SPA / Police Scotland</p> <p>In the event of a Death in Service</p> <p>Delivering training to external agencies / organisations</p>	<p>Section 4 - Administration <i>Administration – General:</i> 1.1, 1.4, 1.5, 1.6, 1.9, 1.19</p> <p>Section 10 – Health & Safety 1.2, 1.3, 1.4, 1.5, 1.10, 1.14</p> <p>Section 16 – Personnel, Training & Recruitment <i>Personnel - General:</i> 1.0, 1.1, 1.2, 2.0, 2.1, 3.0, 4.0, 4.1, 4.2, 4.3</p>	<p>We provide personal information to host police forces for police officers we deploy overseas</p>	<p>Scottish Police Authority, Scottish Government, Audit Scotland, Scott Moncrief (auditor), Health & Safety Executive, Scottish Courts and Tribunals Service, Crown Office and Procurator Fiscal Service</p> <p>Staff Associations, Employment Tribunals, Abbot</p> <p>Other UK police forces, National Crime Agency, International police forces, British Embassies / British High Commissioners, Armed Forces</p> <p>Department for Work and Pensions, Local authorities, Child Support Agency, Mortgage lenders (at your request), Universities and colleges, Scottish Qualifications Authority</p> <p>Capita (International Travel)</p> <p>Scottish Public Pensions Agency (SPPA), Local Government Pension Scheme (LGPS)</p> <p>National Crime Agency, International police forces, British Embassies / British High Commissioners</p>
<p>Employment Monitoring</p>	<p>Section 16 – Personnel, Training & Recruitment</p>	<p>N/A</p>	
<p>Managing employees in accordance with equality legislation</p>	<p>Section 16 – Personnel, Training & Recruitment <i>Personnel - General:</i> 1.1, 2.1</p>	<p>N/A</p>	
<p>Managing the medical health & welfare of staff</p>	<p>Section 16 – Personnel, Training & Recruitment <i>Personnel – Occupational Health:</i> 1.0</p>	<p>N/A</p>	<p>Optima Health</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.

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 legally required to do so. 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 or email 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