



# PCC FOR LANCASHIRE PRIVACY NOTICE FOR CHILDREN AND YOUNG PEOPLE

## 1 Introduction

The PCC through his office collects and stores personal information. There is legislation (the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act) which sets down rules about how people's personal data is allowed to be used. The PCC must obey these laws. One of the requirements is for us to explain what information we collect, how we use it, how we store it and how you can ask us about it. This Privacy Notice for Children and Young People is one of how we achieve this. A general [Privacy Notice](#) for all individuals, whatever their age, can also be found on the PCC's website.

## 2 What do we mean by personal information?

The PCC collects and uses your personal information so that we can carry out our job. Such information is referred to as personal data. The legislation defines personal data, but it basically means that it is information about you, and that you can be identified from that data. It might be as obvious as your name or it could be an online identifier, location data, or factors relating to physical, cultural, or social identity.

"Special category" information means that the information is more sensitive, for example your religion or relating to your health. The legislation requires that even greater care is taken to make sure this information is only collected and used when it is absolutely necessary. Your information is only shared when it is absolutely necessary, and our partners have agreed to keep your information safe and secure and only use it for proper reasons.

## 3 Why do we use your personal information?

The PCC collects and uses your information so that we can carry out our job, for things like managing complaints about the police, or for getting you help if you have been a victim of crime. Sometimes, we may use other organisations to deliver these services. Where this is the case, we will ensure that your personal information is suitably protected and only used and retained for the service provided.



#### 4 What information does Lancashire PCC hold?

This depends on why you have had contact with us. We will only hold information to enable the Police and Crime Commissioner to fulfil his duty, for example to handle a complaint or to enable attendance at an event. We will only ask you for minimum details. If you have used the Nest website because you have been a victim of crime, we only hold your contact details. We put you in touch with Lancashire Victim Support (LVS) who can then help you. The safety of your personal information is taken very seriously, and we follow the laws relating to security and data protection.

#### 5 Who do we share your personal information with?

Your personal information is only used for the purpose for which it was collected and if your personal information is to be shared, we will tell you.

#### 6 How long do we keep your personal information?

Information you share with us is only kept as long as it is required. After that, we will destroy it securely.

#### 7 Can you see the personal information that the PCC has about you?

Yes. This is commonly referred to as 'subject access request'. You, or your parent/guardian, can contact us and ask to see what we hold about you. You don't need to pay for this and normally we will give you a copy within one month. Sometimes, there may be a reason why you are not allowed to see some of the information.

If you think that we should not have information about you, you can ask us to investigate this and it may be that it can be deleted. We will address any concerns you might have if you contact us using the details below.

#### 8 What ages do you need to be to ask for your personal information or ask for it to be changed or deleted?

If you can understand your rights and write to us yourself, it is likely that we will deal with your request. Sometimes we might need to ask for your parent's or guardian's permission to do what you have asked us to do. If we need consent from you or your parent's or guardian's, you can remove your consent at any point by contacting the office.



## 9 Who can you speak to about your personal information?

We have a Data Protection Officer who is a person you can contact if you have any questions about your personal information or how we are looking after it.

Data Protection Officer, PCC for Lancashire, PO Box 100, County Hall, Preston, PR1 0LD  
01772 533587

[commissioner@lancashire-pcc.gov.uk](mailto:commissioner@lancashire-pcc.gov.uk)

Or you can use the “contact us” form on the website.