

SPF Data Protection Privacy Notice Version 1 May 2018

Your rights relating to use of your personal data changed in May 2018, with the 'General Data Protection Regulation' or GDPR, and the Data Protection Act 2018, coming into force.

This Privacy Statement explains in plain English how and why the Scottish Police Federation (SPF) processes your personal data under these new laws.

If you have a query about this Privacy Statement please contact the Data Protection Officer at the contact details below.

How we use your personal data

SPF collects personal data about you to fulfil the legal functions it is charged to deliver under the Police Act 1996 and the Police Federation (Scotland) Regulations 2013.

What we collect about you and how we do this depends of what SPF services you might use, and how much personal data about you we need to provide these services.

Member Services

These include all advice and assistance and representation given by the SPF and specifically the Group Insurance Scheme and the Legal Advice and Assistance Scheme. If you choose to use to these member service schemes we will require you to provide us with personal data. This personal data will include your name, address, and workplace details. SPF may also collect and use further personal data required for your case, including sensitive personal data (for example medical information) if this is needed. This information may be shared in order to properly pursue claims on your behalf.

Information you provide for these purposes during your claim is regarded as protected by 'legal privilege'. This means we will not share your comments made during the case with the other side in your dispute, unless you give us your clear permission to do so.

Personal data from a case is retained for as long as may be necessary to ensure claims are satisfactorily resolved or appealed as required.

Use of personal data for internal SPF research

We may use personal data collected as part of the services we offer, to also conduct research into employment trends and on the performance of the Police Service of Scotland or the Scottish Police Federation in meeting user's needs. You will be informed of this when signing up to use our services.

If you agree to participate in a user survey we will collect personal data from you e.g. contact details, for this purpose.

Where we do use personal data for research purposes, as far as possible we will try to make this unidentifiable before we use it. This is to help ensure that your privacy is respected when personal data is used by SPF staff for research purposes, or by those providing research services to us.

We may share personal data to be used for research purposes, such as email addresses, with external research companies that have been employed by SPF to carry out research and analysis on our behalf. Where this happens, we will ensure that use of your personal data complies with the law and is kept secure at all times.

Sensitive Personal Information

Some of the information you provide to us may be sensitive personal data, such as medical history or racial/ethnic origin.

We will only ever use sensitive personal data where this is essential to provide advice or to provide one of our statutory services. We may also use medical information you provide to make reasonable adjustments to help you access our services.

Confidentiality, storage and security of personal data

SPF views the confidentiality and privacy of those using its services as paramount. Any personal information you provide will be held securely, and your personal information will not be sold or traded to another organisation or company.

In order to carry out our functions and respond to enquiries effectively, we may sometimes need to share information with Government Departments, the emergency services, law enforcement agencies, and public authorities (such as the Employment Tribunals Service). However, we will only do this where it is permitted by law.

Where SPF might share personal data with an external company or service that we employ as part of our work, we ensure that personal data that we may pass on to them will be held securely, and used by them only to provide the services or information that you have requested.

Lawful basis for processing

Under data protection law, SPF must have a 'lawful basis' to justify our collection, storage and use of your personal data. Where sensitive personal data is used, we also need to have a second lawful basis to justify our use of your sensitive data.

The purpose of most activities where SPF processes personal data, relates to our legal duties under the Police Act 1996 and the Police Federation (Scotland) Regulations 2013.

Our lawful basis for processing of personal data is therefore that it is necessary:

"for the performance of a task carried out in the public interest, or in the exercise of official authority vested in the data controller" (Article 6(1)(e) of the GDPR).

Where we process sensitive personal data, our additional lawful basis to do this depends on the service that SPF requires this for.

For sensitive personal data that may be processed as part of our member services our lawful basis is where:

"processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity" (Article 9(2)(f) of the GDPR).

Where sensitive personal data may be processed for research and analysis purposes, our lawful basis is where:

"processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes" (Article 9(2)(j) of the GDPR).

Your rights under data protection law

You have a right to request a copy of the information that SPF holds about you. You have the right to have any inaccuracies corrected.

You may also have the right to have your personal information erased; to restrict our use of your personal data; to object to our processing of your personal data; and to obtain and reuse your personal data for your own purposes across different services ('data portability').

You have the right to complain to the national authority on the use of information, which in the UK is the Information Commissioner's Office

Please address requests (with a return e-mail address where possible) to:

The Data Protection Officer
SPF
5 Woodside Place
Glasgow
G3 7 QF

Email: enquiries@spf.org.uk

Use of our website and Social Networking

When you visit our website, we collect your Internet Protocol (IP) address as a unique identifier. We also collect the following:

- data about how you use the SPF Website
- information about your computer (including your IP address and browser type)
- demographic data
- if you visited the Website by clicking on a link from a different website, we collect the URL of that website
- Information about your online activity, such as the pages you have viewed and the purchases you have made.

Our website offers you the opportunity to 'like' or 'share' information about SPF on your social media networks. We also maintain pages on some of the largest social media networks.

Sharing your personal data with a social media network may result in that information being collected by the social network provider or result in that information being made publically available.

SPF cannot control or endorse any policies or practices of external social media networks whose functionality you may access through our website. You should always read the privacy policy, and check your privacy settings, on any social media network through which you might share information over.

Cookies are small pieces of data sent to your computer when you visit the Website and which enable us to collect information about you. They are stored in the cookie directory of your hard-drive, and do not necessarily expire at the end of your session. Session cookies are automatically deleted when you close your browser.

Our use of cookies is explained [here](#)

The SPF website contains links to other websites, mainly other police related agencies and charities, but also to those of other third parties. These websites are not covered by this Privacy Statement and SPF is not responsible for the privacy practices within any of these other websites. You should be aware of this when you leave the website and we encourage you to read the privacy statements of other websites.

Data transfers

Territories outside the European Economic Area (EEA) may not have laws which provide the same level of protection for personal information as those inside the EEA. However, if we process your personal information on servers or use third party service providers based in such territories, we will endeavour to ensure that your personal information is afforded the same level of protection as in the EEA.

Changes to this Privacy statement

If this privacy statement changes in any way, we will place an updated version on this webpage. Regularly reviewing this webpage ensure you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.