

Burnley Business Crime Reduction Partnership

Privacy Notice – Individuals (Targeted, Reported & Excluded Persons)

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Table of Contents

Privacy Notice.....	2
Who we are	2
Data Controller	2
Why we process personal data	3
Lawful basis for processing	3
What information we may process	3
Where we obtain information	4
Targeted Persons	5
Excluded Persons	5
Who may receive your information	5
Children and young people.....	6
Missing persons	6
Automated decision-making	6
How long we keep your information	6
Your rights	7
Requesting your information	7
Complaints.....	8
Changes to this Privacy Notice	8

Privacy Notice

This Privacy Notice explains how Groundwork Cheshire Lancashire & Merseyside (“Groundwork CLM”) processes personal data through the Burnley Business Crime Reduction Partnership (“Burnley BCRP”).

It explains why information about individuals may be collected, stored, used and shared by the Partnership and outlines your rights under UK data protection legislation.

Who we are

Burnley Business Crime Reduction Partnership (Burnley BCRP) is a partnership of local businesses, Lancashire Constabulary, Burnley Borough Council and other authorised organisations working together to reduce crime, anti-social behaviour and violence affecting businesses and the wider town centre.

The Partnership enables authorised Members to share relevant information where it is lawful, necessary and proportionate to do so for the purposes of:

- preventing crime
- detecting crime
- protecting businesses, employees and customers
- reducing anti-social behaviour
- safeguarding vulnerable persons where appropriate

Burnley BCRP is funded through Burnley Business Improvement District (Burnley BID).

Groundwork Cheshire Lancashire & Merseyside operates the Partnership and is the Data Controller for the personal data processed through Burnley BCRP.

Data Controller

Groundwork Cheshire Lancashire & Merseyside
74–80 Hallgate
Wigan
WN1 1HP

Telephone: 01942 821444

Email: BurnleyBID@groundwork.org.uk

ICO Registration Number: **Z324664X**

Why we process personal data

We process personal data to help protect businesses, employees, customers and the wider community from crime and anti-social behaviour.

Information is processed to:

- identify individuals involved in incidents affecting Members
- investigate patterns of offending or anti-social behaviour
- assist Members in preventing further incidents
- support lawful exclusion schemes
- support police investigations where appropriate
- safeguard individuals where necessary
- improve community safety
- analyse crime trends
- evaluate the effectiveness of the Partnership

The Partnership does **not** determine whether an individual is guilty of a criminal offence.

The information held by Burnley BCRP is operational intelligence used for crime prevention and community safety purposes.

Lawful basis for processing

Groundwork CLM processes personal data under one or more lawful bases contained within UK GDPR and the Data Protection Act 2018.

These include:

Article 6(1)(f) UK GDPR – Legitimate Interests

Processing is necessary to protect businesses, employees, customers and the wider community from crime and anti-social behaviour.

Where public authorities contribute information, they may process personal data under their own lawful basis, including Article 6(1)(e) (Public Task).

Where criminal offence data is processed, Groundwork CLM relies upon the relevant conditions contained within Schedule 1 of the Data Protection Act 2018 relating to substantial public interest, including the prevention or detection of unlawful acts and safeguarding the public against dishonesty and criminal activity.

What information we may process

Depending upon the circumstances, we may process:

- name
- aliases
- date of birth
- approximate age
- photographs and CCTV images
- physical descriptions

- gender
- vehicle details
- incident reports
- witness accounts
- behaviour observed
- locations visited
- dates and times of incidents
- known associates where relevant
- exclusion history
- police reference numbers where provided
- safeguarding markers where appropriate

Where necessary and lawful, we may also process:

- information relating to suspected criminal activity
- criminal offence data
- information supplied by UK Authorities
- special category personal data where permitted under the Data Protection Act 2018.

We only process information that is relevant and proportionate to the purposes of the Partnership.

Where we obtain information

Information may be obtained from:

- Member businesses
- CCTV systems
- Lancashire Constabulary
- Burnley Borough Council
- Community Safety Partners
- neighbouring Business Crime Reduction Partnerships
- other organisations with lawful Information Sharing Agreements with Groundwork CLM
- members of the public where appropriate
- the individual concerned

Information received is assessed before being shared through the Partnership.

Targeted Persons

Where appropriate, information relating to an individual may be shared as a Targeted Person.

This enables Members to:

- recognise individuals connected with recent incidents
- submit further information where relevant
- prevent further offending
- protect staff and customers

Publication as a Targeted Person is subject to review by Groundwork CLM or an Authorised Administrator and will only occur where it is considered necessary and proportionate.

Excluded Persons

The Partnership operates a business exclusion scheme.

Where an individual meets the published criteria for exclusion, Groundwork CLM or an Authorised Administrator may approve an Exclusion Notice following review of the available evidence.

Exclusion decisions are not automatic.

Each decision considers:

- the available evidence
- seriousness of behaviour
- proportionality
- safeguarding considerations
- operational necessity

Individuals have the right to appeal an Exclusion Notice in accordance with the Partnership's Rules & Protocols.

Who may receive your information

Your personal data may be shared with:

- authorised Member businesses
- Groundwork CLM employees
- Authorised Administrators
- Lancashire Constabulary
- Burnley Borough Council
- Community Safety Partnership
- neighbouring Business Crime Reduction Partnerships
- courts where required
- regulatory authorities where legally required

Information is shared only where there is a lawful basis and where it is necessary and proportionate.

Your information will not be sold.

It will not be used for commercial marketing.

It will not routinely be transferred outside the United Kingdom.

Children and young people

Groundwork CLM recognises that information relating to children and young people requires additional protection.

Where information relating to a person under the age of eighteen is processed, additional safeguards will be applied.

Publication of information about children will occur only where necessary and proportionate and where appropriate safeguarding considerations have been taken into account.

Missing persons

Where Lancashire Constabulary requests assistance in locating a missing person, information may be shared with Members where this is necessary for safeguarding purposes.

Such information will be removed as soon as reasonably practicable once it is no longer required.

Automated decision-making

Burnley BCRP does not make decisions about individuals solely through automated processing.

All significant operational decisions, including exclusions, involve human review.

How long we keep your information

Personal data is retained only for as long as necessary to fulfil the purposes of the Partnership.

Following the end of any operational monitoring period or exclusion period, identifiable personal data will normally be retained for up to three years where this remains necessary and proportionate for:

- preventing repeat offending

- supporting criminal investigations
- responding to legal proceedings
- managing complaints or appeals
- evidential purposes

At the end of the retention period, personal data will be securely deleted or irreversibly anonymised unless there is a documented lawful reason requiring further retention.

Retention decisions are reviewed periodically.

Your rights

Under UK GDPR you may have the right to:

- be informed
- request access to your personal data
- request correction of inaccurate information
- request restriction of processing in certain circumstances
- object to certain processing
- complain to the Information Commissioner's Office

Some rights are limited where information is processed for the prevention or detection of crime or where exemptions contained within the Data Protection Act 2018 apply.

Requesting your information

If you wish to make a request regarding your personal data, please contact:

Groundwork Cheshire Lancashire & Merseyside
74–80 Hallgate
Wigan
WN1 1HP

Telephone: 01942 821444

Email: BurnleyBID@groundwork.org.uk

You may be asked to provide proof of identity before information is disclosed.

Groundwork CLM will respond within the statutory timescales.

Complaints

If you have concerns about how your information has been handled, please contact Groundwork CLM in the first instance.

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office.

Changes to this Privacy Notice

This Privacy Notice will be reviewed regularly to reflect changes in legislation, operational practice and guidance issued by the Information Commissioner's Office.

The current version will always be made available on request and through Burnley BCRP communications where appropriate.