



Privacy Notice: Surrey Police and Sussex Police

Children and Young Persons

Surrey Data Protection Officer: Kelly Thornton
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[Full Privacy Notice](#)

Sussex Data Protection Officer: Jim Collen
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[Full Privacy Notice](#)

We collect and store a lot of information. This leaflet will give you a brief explanation of what we collect, how we use it, how we store it and how you can ask us about it. This is called a Privacy Notice, and full copies can be found using the links above.

What do you mean by personal information?

We collect and use your information to allow us to carry out policing. The information we collect is called Personal data which allows you to be identified. We also collect “[special category](#)” information which can be seen as sensitive. We take great steps to make sure this information is only used when it absolutely necessary to make sure we protect you.

We only collect information that is necessary for us to do our job and ensure you are protected. We also only share your information when it is absolutely necessary and our partners have agreed to keep your information safe and secure and only use it for valid reasons.

Why do we use your information?

As well as details of criminals, we also keep details of victims and witnesses to allow us to gather information and offer protection to those that need it. We only keep the minimum amount of personal information to allow us to do our jobs. We keep this information securely, either electronically on a computer system or in a paper records.

What information do we hold?

This depends on why you have had contact with us, it can be something simple like your name and address, or your full physical description. A full list can be found on the Force [Privacy Notice](#). Sometimes, we will get information about you from other agencies, such as Social Services, local businesses or your school. All the information we are given is treated with the same level of security.

Your information is kept safe secure. It is only accessed by our staff or others who are working on our behalf. We will make sure that your personal information is handled fairly, lawfully and only shared with partners who will use it for valid reasons.

What information do we collect and share?

We will share reference numbers (if asked for) with you through social media. We know that this will be visible to other, but anyone who contacts the Police will be asked to prove who they are by answering Data Protection questions.

The Police may use and save information posted on social media (such as Facebook, Instagram, YouTube, etc.) to allow us to investigate crimes. As this has already been posted, we are allowed to use this to help us make arrests.

The Police only share information about you when it is needed. When the Police share information, we only share what is needed and we always make sure others protect this and don't share it. The Police know that the numbers we add to your social media can be seen by others. However, you don't need to worry as anyone who contacts the Police will be asked questions to make sure we don't share with the wrong person.



Who do we share with?

We will only share your information with organisations that have signed an agreement to keep it as safe and secure as we do. Each person that wants to look at your details will have to put security in place to make sure it is safely stored. Your information is shared only when it is necessary and we only share what is relevant to the concern.

We take the security of your personal information very seriously and we follow the laws relating to security. We make sure that appropriate policies, training and security measures are in place, including making sure our buildings are secure and protected.

How long will you keep my personal information?

Everyone in the Police understands the need to keep your information safe. All staff are trained yearly and our access to personal information is monitored. We only access your information when it is necessary to do so and we can not just go looking because we want to.

We collect a lot of information for different reasons, so keeping it for a specific time is complicated. To help with this, we use a [retention schedule](#) which helps us to keep your information as long as required for the reason it was collected.

Can I see the information you have on me?

Yes, either you or a parent / guardian can contact us and we will share your information with you free of charge (depending on why we have your information, we may not be able to share all of it). If you want to see the information we hold on you, then please use [this link](#). If the information is wrong or incomplete, you can let us know and we will correct it.

If you feel that we should not be keeping your information, you may have the right to have it deleted from our records. Also, you may not want us to use your information for certain reasons, such as research. We will address any concerns you might have if you write to the Data Protection Officer (details are given below).

Should you be worried about sharing personal information online?

We often feel safe sharing details about ourselves online and on social media, but do we over share? Social media refers to a variety of online internet applications that enable you to create your own content and interact with others. Examples of social media are Facebook, Google, Snap Chat, Instagram and Twitter. It is important that you understand the risks of using these applications.

There is a large amount of information on the Internet regarding the risks of over sharing personal information, when to share and how to avoid scams. You can get tips on protecting yourself using this [link](#). Useful hints and tips for secure sharing on social media can be found [here](#).

Who can I speak to about my information?

If you have any concerns about your personal information, please contact our Data Protection Officer (DPO). They are responsible for making sure the information about is used in a secure, legal and appropriate manner. You can also contact the Information Commissioners Office (ICO) who is responsible in the UK for making sure we comply with data protection legislation (further information about the ICO can be found [here](#)).

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Changes to our Privacy Notice

We keep our privacy notice under regular review. This privacy notice was last updated on **16/10/2024**.