



WEST YORKSHIRE  
**POLICE**

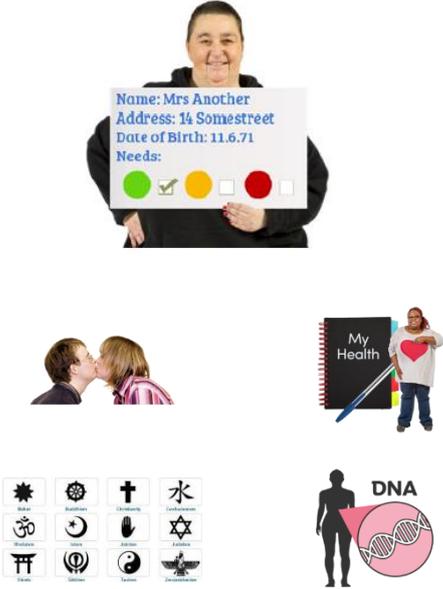


# Rules about how we look after personal information

Stop Hello Eat  
**Words**  
person Day Open

In this easy read booklet we explain what some words mean.

When we first mention any of these words, it is in **bold green writing**. These words and what they mean are in a Words List at the back of the booklet.

	<p>There are new rules about how organisations like West Yorkshire Police look after people’s personal information.</p> <p>The rules are called the <b>General Data Protection Regulations, or GDPR</b></p>
	<p>Personal information is any information which can <b>identify</b> you.</p> <p>It includes things like your:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• address</li> <li>• Date of birth</li> <li>• Employment and financial details</li> </ul> <p>Sometimes it is other <b>sensitive</b> personal information, including things like:</p> <ul style="list-style-type: none"> <li>• Sexual life</li> <li>• Health conditions</li> <li>• Religious beliefs</li> <li>• Fingerprints and <b>DNA</b></li> </ul>
	<p>This privacy notice will help you understand:</p> <p>When we might collect personal information about you</p> <p>What personal information we collect</p> <p>How we use the information and who we share the information with</p> <p>How long we keep your information</p>
	<p>West Yorkshire Police will only collect personal information about you when the law allows us to.</p>



The law allows us to collect your personal information if you:

- are a victim or a witness of crime
- have committed a crime or police suspect you may have committed a crime, and
- for other Policing duties
- to keep you safe



We use the personal information to:

- Keep people safe from crime
- Find and **prosecute** people who commit crime
- Stop crime happening
- Improve our services



We store personal information securely.

We try to make sure the information is right.

We only keep the information for as long as it is needed.



Sometimes we will share information about you with other services.

Sometimes we will have to share information about you if there is a law that tells us to.



The new rules give you rights, including to:

- see the information that we have about you if the law says we can.
- ask us to correct any mistakes in the information we hold about you.
- ask us to remove your personal information. Sometimes we won't be able to do this.

	<ul style="list-style-type: none"> <li>ask us to stop sharing your personal information. Sometimes we won't be able to do this.</li> </ul>
	<p>To find out more you can read our full privacy policy on our website.</p> <p>Or you can contact us either by email: <a href="mailto:infoman@westyorkshire.pnn.police.uk">infoman@westyorkshire.pnn.police.uk</a></p> <p>or by post to Data Protection Officer, PO Box 9, Laburnum Road, Wakefield, WF1 3QP</p>
 	<p>The Chief Constable of West Yorkshire Police - Dee Collins is our <b>Data Controller</b>. She makes sure we only use personal information when the law says we can.</p> <p>Our <b>Data Protection Officer - Claire Vickers-Pearson</b> helps police officers and staff to understand the rules about how we look after and use personal information.</p> <p>Our data protection registration number is Z4894366.</p>
	<p>If you are not happy with what we do with the information we hold about you, you can call</p> <p>The Information Commissioner's Office:   <b>0303 123 1113</b></p>

# Words

<b>Identify</b>	Something which tells us who you are
<b>Sensitive personal information</b>	Something about you which is private
<b>DNA</b>	The cells in your body which make you uniquely you. Each persons DNA is different.
<b>Prosecute</b>	To accuse someone of committing a crime in a court of law