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A THROSEDD GOGLEDD CYMRU
OFFICE OF THE POLICE & CRIME
COMMISSIONER NORTH WALES



Easy
Read

Keeping information about you safe



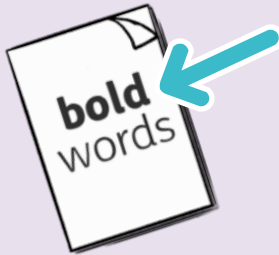
Easy Read



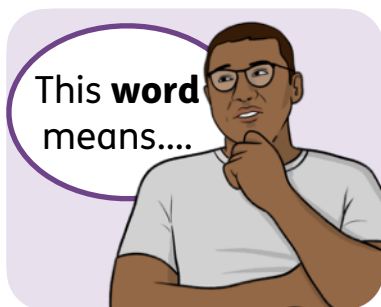
This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



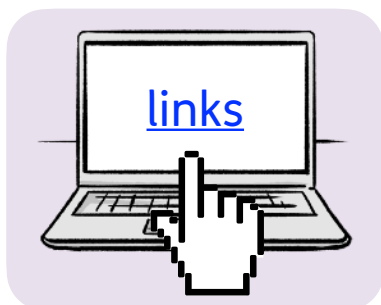
This Easy Read booklet uses easier words and pictures. Some people may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker. These are important words in the booklet.



Sometimes if a bold word is hard to understand, we will explain what it means.



Blue and underlined words show links to websites and email addresses. You can click on these links on a computer.

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About this booklet



This booklet is from the **Police and Crime Commissioner** in North Wales and his team.



A **Police and Crime Commissioner (PCC)** manages the police service in a certain area.

The Police and Crime Commissioner in North Wales is Andy Dunbobbin.

This booklet explains:



- How we collect and use information about you.



- How we keep this information safe.

About us

We are in charge of:



1. Deciding what the police service in North Wales needs to work on.



2. Deciding what the police service in North Wales should spend money on.



3. Checking that the Chief Constable of North Wales police service is doing their job well.



4. Listening to what people in North Wales think about the police service in their area.



To do our work we need to use information about people who live in North Wales.



Keeping the information we have about you safe is important to us.

Information we collect

We may collect information about:



- Who you are, like your name, address and how you live.



- The school, college or university you went to.



- Jobs you have had and where you have worked.



- Whether you own a business or provide services.

We may also collect information about:



- Your health.



- Any crimes you have been involved in - either as a victim or as someone who did the crime.

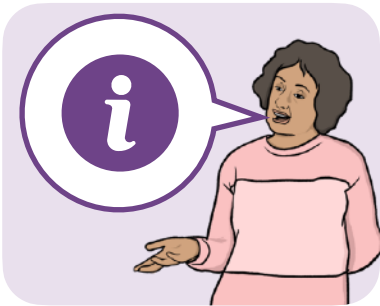


- Complaints or accidents that you have been involved in.



We collect this information so that we can use it to help us do our work.

Where do we get this information?

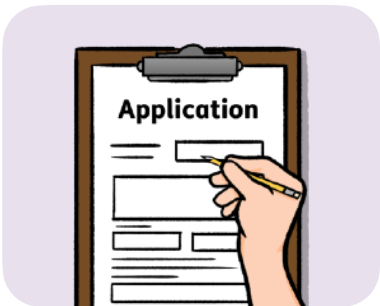


You might tell us this information yourself.

We can also get this information from other places, like:



- Another person who knows you, like a family member.



- Job applications that you have done.



- Other services and organisations like councils, courts, fire services and healthcare services.

We can also get this information from places, like:



- The government.



- Your place of work or places you have worked in the past.



- Your school or the school you went to in the past.



- **Surveys** that you have done.
Surveys are a set of questions for you to answer.

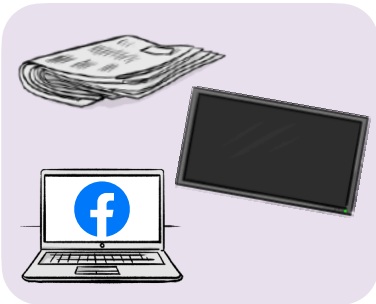
We can also get this information from places, like:



- Charities that you have been involved with.



- Organisations that you get services from, like social care.



- The **media** - this is things like television, newspapers and social media.

Using information

When we collect and use information, we:



- Ask you if we can use information about you.



- Ask parents if we can use information about their child if the child is under the age of 13.



- Follow laws about collecting and using information.



- Only collect and use the information we need for our work.

When we collect and use information, we also:



- Make sure we use information about you that is correct.



- Destroy the information we have about you if:
 - We no longer need it anymore.
 - We have kept it for a certain amount of time.



- Keep the information we have about you safe.

Keeping information safe

We keep information about you safe so that we:



- Do not lose it.



- Do not use it for the wrong reasons.



- Do not share it with the wrong people.



To keep information about you safe we have a **policy** about keeping information safe.

A **policy** is the way our organisation does something.

To keep information about you safe we also:



- Give our staff training about keeping information safe.



- Only share your information with the people who need to use it.



- Have rules about who can see your information and how it can be used.



- Protect the information we keep online by using special **technology**.

Technology is equipment and computer software that help people.

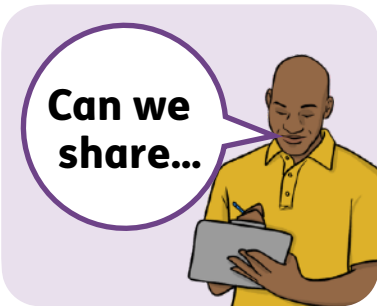
Sharing information



Sometimes we may need to share information about you with other people and organisations.



We will only share this information if we have to.



Sometimes we may ask you if we can share the information.



If you feel we shared information about you in the wrong way, you can complain.

Your rights



Rights are things that every person has by law. Like the right to be safe, the right to education and the right to be respected.



You have rights that have to do with how we collect and use information about you.

You have the right to:



- Ask us what information we have about you.



- Know why we are using information about you.

You also have the right to:



- Know who can see the information we have about you.



- See the information we have about you.



- Tell us that the information we have about you is wrong. You can give us the correct information.



- Ask us to destroy the information we have about you - we may not always say yes.



- Ask us to not use certain information about you - we may not always say yes.

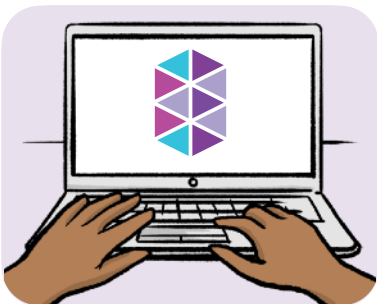
You also have the right to:



- Move or copy information about you from one place to another easily and safely, like to your own laptop.



- Tell us that we cannot use information about you.



To find out more about your rights you can go to:

www.northwales-pcc.gov.uk

Contact us

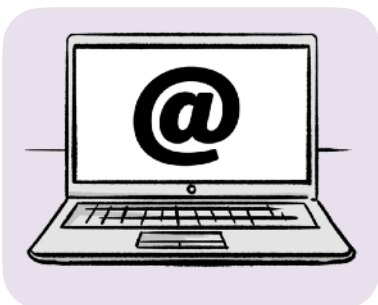
If you need to contact us about your rights, you can contact us by:



- Post:
Data Controller
Office of the Police and Crime
Commissioner
Police Headquarters
Glan y Don
Colwyn Bay
LL29 8AW



- Phone: 01492 805 486



- Email: OPCC@northwales.police.uk

If you need to contact us to complain,
you can contact us by:

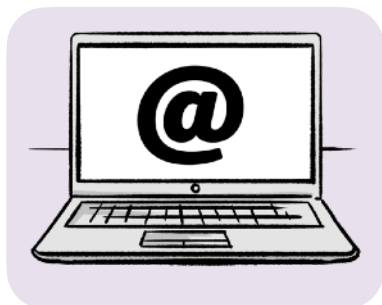


- Post:

Information Commissioner's Office
Office of the Police and Crime
Commissioner
Police Headquarters
Glan y Don
Colwyn Bay
LL29 8AW



- Phone: 0303 123 1113



- Email: wales@ico.org.uk



To find out more about complaining,
you can go to: www.ico.org.uk

This Easy Read booklet was produced by easy-read-online.co.uk