



IPSWICH  
BOROUGH COUNCIL

## Privacy Notice – Community Safety

<b>Introduction</b>	<p>The Community Safety Team has provided this privacy notice to help you understand how we collect, use and protect your information whilst we provide you with a Community Safety service.</p> <p>The document below will describe how we may collect and process your personal information.</p> <p>The purpose of this document is to clearly acknowledge the Council's responsibilities in relation to the UK General Data Protection Regulation (UK GPDR) and the Data Protection Act 2018 (DPA2018).</p> <p>For information on how we process and protect your personal information please view our Privacy Notice, which can be found at <a href="https://www.ipswich.gov.uk/content/privacy-policy">https://www.ipswich.gov.uk/content/privacy-policy</a>.</p> <p>The Data Protection Officer for Ipswich Borough Council is Siobhan Martin, Head of Internal Audit, and can be contacted at <a href="mailto:dataprotection@ipswich.gov.uk">dataprotection@ipswich.gov.uk</a></p>
<b>Definitions</b>	<p><b>Personal Data</b> means any information related to an identified or identifiable natural (living) person ('<b>data subject</b>') i.e. a person that can be directly or indirectly identified by reference to a name, ID reference, number, email address, location data, or physical, physiological, genetic, mental, economic, cultural or societal identifier.</p> <p><b>Special Personal Data</b> previously known as 'sensitive personal data', relates to race, ethnic origin, politics, religion, trade union membership, genetic data, biometric data, health, sex life or sexual orientation. Records of criminal personal data must also be treated in a similar way.</p> <p><b>Data Controller</b> determines the purposes and means of processing personal data.</p> <p><b>Data Processor</b> is responsible for any operation which is performed on personal data on behalf of the controller e.g. collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or making available, alignment or combination, restriction, erasure or destruction.</p> <p><b>Third Party</b> is someone / somebody who is not the Data Controller, the Data Processor or the Data Subject.</p>
<b>Who we are:</b>	<p>The purpose of the Community Safety team is to:</p> <ul style="list-style-type: none"><li>• Reduce crime and disorder</li><li>• Tackle anti-social behaviour</li></ul>



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	<ul style="list-style-type: none"><li>• Raise awareness and educate the public on community safety topics</li><li>• Respond to and monitor emerging community safety issues</li></ul> <p>The Council is the 'data controller' for the information which is collated and processed. This means we are responsible for deciding how we can use your information. If you want more information regarding the services delivered, please go to our website, <a href="https://www.ipswich.gov.uk/">https://www.ipswich.gov.uk/</a>.</p> <p>On some occasions, the Council and partner organisations may act as joint data controllers. Where this is the case, if you want to know more about how partner organisations will use your information you will need to approach them involved directly. Partner organisations could include Suffolk Police, Suffolk County Council, East Suffolk Council, West Suffolk Council and Babergh Mid Suffolk District Council.</p> <p>The Council regards lawful and correct treatment of personal information as critical to their successful operations, maintaining confidence between the Council and those with whom they carry out business. The Council will ensure that they treat personal information correctly in accordance with the law.</p> <p>Some of the Community Safety services we provide are discretionary and some are statutory.</p> <p>The legislation that allows us to process your data includes:</p> <ul style="list-style-type: none"><li>• Crime and Disorder Act 1998</li><li>• ASB Crime and Policing Act 2014 - this covers things like Civil Injunctions, CBO's, CPN's, Closure Orders, Community Triggers, PSPO etc</li><li>• Data Protection Act 2018</li><li>• Freedom of Information Act 2000</li><li>• Regulation of Investigatory Powers Act 2000- to authorise the use of surveillance</li><li>• Human Rights Act 1998</li></ul>
<b>How the law protects you:</b>	<p>UK GDPR and the DPA 2018 say that we are allowed to use personal information only if we have a proper reason to do so. More information on how the law protects you can be found on the Ipswich Borough Council website at <a href="https://www.ipswich.gov.uk/content/privacy-policy">https://www.ipswich.gov.uk/content/privacy-policy</a>.</p> <p>Your personal data is being processed under one or more of the following Article 6 bases:</p> <ul style="list-style-type: none"><li>• 6b: contract</li><li>• 6c: Legal obligation</li></ul>



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	<ul style="list-style-type: none"> <li>• 6e: public task</li> <li>• 6f: legitimate interest of the controller or a third party</li> </ul> <p>Where we collect and use special category data, one of the following Article 9 bases will also apply:</p> <ul style="list-style-type: none"> <li>• 9a explicit consent</li> <li>• 9g Substantial public interest: preventing or detecting unlawful acts</li> <li>• 9g Substantial public interest: Statutory etc or other government purpose</li> <li>• 9h Health or Social Care purposes</li> </ul>
<p><b>Our responsibilities</b></p>	<p>UK GDPR and the DPA 2018 provide us with our main responsibilities for processing personal data.</p> <p>All personal information provided by you is held securely and in confidence by us in our computerised and other records. When we process your personal information, we do so in compliance with the UK GDPR and DPA2018.</p> <p>For further information on our responsibilities, please see <a href="https://www.ipswich.gov.uk/content/privacy-policy">https://www.ipswich.gov.uk/content/privacy-policy</a></p>
<p><b>Your rights:</b></p>	<p>The UK GDPR and DPA2018 provide you with the following rights:</p> <ol style="list-style-type: none"> <li>1. The right to be informed</li> <li>2. The right of access</li> <li>3. The right to rectification</li> <li>4. The right to erasure</li> <li>5. The right to restrict processing</li> <li>6. The right to data portability</li> <li>7. The right to object</li> <li>8. Rights in relation to automated decision making</li> <li>9. The right to withdraw consent</li> <li>10. The right to complain</li> </ol> <p>Requests in relation to your rights with regards to the personal data we hold should be made verbally or in writing to the Data Protection Officer.</p> <p>For further information on your rights, please see <a href="https://www.ipswich.gov.uk/content/privacy-policy">https://www.ipswich.gov.uk/content/privacy-policy</a></p>
<p><b>Your responsibilities</b></p>	<p>You are responsible for making sure you give us accurate and up to date information, and to let us know if any personal information we hold is incorrect.</p>
<p><b>When do we collect information about you?</b></p>	<p>We collect information about you from different places, including:</p> <ul style="list-style-type: none"> <li>• Partner agencies, for example other councils, the police, health services, registered social landlords, Probation Service, Fire Service.</li> <li>• Information that you pass on to us via our Customer Service Centre or directly to officers in the Community Safety team</li> <li>• Forms that are submitted</li> </ul>



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	<ul style="list-style-type: none"> <li>• Schools</li> <li>• Information submitted by third parties such as Councillors, charities, emails from members of the public, schools etc</li> <li>• Consultations</li> <li>• Specialised support services</li> <li>• Other departments within Ipswich Borough Council</li> <li>• Volunteers at Crucial Crew</li> </ul>
<p><b>What information do we maintain?</b></p>	<p>We will only collect and use the minimum information needed.</p> <p>Depending on the reasons we collect your data, the information we may held about you could include:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact details, such as phone and email</li> <li>• Date of birth/Age</li> <li>• Gender</li> <li>• Financial information</li> <li>• Photographic images</li> <li>• Members of your household including children</li> <li>• Social and/or financial status</li> </ul> <p>Special category or sensitive data we may hold could include:</p> <ul style="list-style-type: none"> <li>• Health information, including disability information and support services involved</li> <li>• Ethnicity</li> <li>• Sexual orientation</li> <li>• Religion</li> <li>• Criminal/offence data</li> </ul>
<p><b>How do we use your information?</b></p>	<p>Depending on why we hold your information, we may use it for the purposes listed below:</p> <ul style="list-style-type: none"> <li>• Providing Anti-Social Behaviour case management</li> <li>• Risk assessment</li> <li>• Safeguarding vulnerable people</li> <li>• Prevention of crime and disorder</li> <li>• Informing projects and campaigns</li> <li>• Consultation exercises</li> <li>• Identifying hotspots and deciding how to deploy resources</li> <li>• Working with partner agencies to reduce crime and disorder</li> <li>• Providing service users with advice and updates</li> <li>• Facilitating Community Trigger (ASB case review)</li> <li>• Administration of legal Notices</li> </ul> <p>We will not use your personal data for other purposes other than for what it was collected unless we have obtained your consent or for other lawful purposes (e.g. detection and prevention of fraud).</p>



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	<p><b>Automated processing/profiling:</b></p> <p>The Community Safety team does not use your personal data in any automated decision-making or profiling activities.</p>																								
<p><b>How long do we keep your information?</b></p>	<p>We will hold your personal information in line with the Council's Retention Policy as follows:</p> <table border="1" data-bbox="475 685 1385 2033"> <thead> <tr> <th data-bbox="475 685 932 719">Processing activity</th> <th data-bbox="932 685 1385 719">Retention period</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 719 932 1032">Start Afresh Practitioners Group</td> <td data-bbox="932 719 1385 1032">           10 years plus current:           <ul style="list-style-type: none"> <li>• Meeting minutes</li> <li>• client consents</li> <li>• records of individuals profiled</li> </ul>           1 year after profiling ceases:           <ul style="list-style-type: none"> <li>• photo gallery</li> </ul> </td> </tr> <tr> <td data-bbox="475 1032 932 1099">Sharps bin consultation data</td> <td data-bbox="932 1032 1385 1099">5 years plus current</td> </tr> <tr> <td data-bbox="475 1099 932 1301">Prostitution Strategy minutes</td> <td data-bbox="932 1099 1385 1301">           2 years plus current           <ul style="list-style-type: none"> <li>• minutes</li> </ul>           6 months from end of profiling: Profiled gallery         </td> </tr> <tr> <td data-bbox="475 1301 932 1615">Crucial Crew</td> <td data-bbox="932 1301 1385 1615">           5 years           <ul style="list-style-type: none"> <li>• agency and volunteer contact information</li> </ul>           Deleted straight after event:           <ul style="list-style-type: none"> <li>• information on children with disabilities who are attending</li> </ul> </td> </tr> <tr> <td data-bbox="475 1615 932 1648">Substance misuse reports</td> <td data-bbox="932 1615 1385 1648">1 year</td> </tr> <tr> <td data-bbox="475 1648 932 1682">Substance misuse mapping</td> <td data-bbox="932 1648 1385 1682">Reviewed on yearly basis</td> </tr> <tr> <td data-bbox="475 1682 932 1749">Community Safety meeting distribution lists</td> <td data-bbox="932 1682 1385 1749">Reviewed annually</td> </tr> <tr> <td data-bbox="475 1749 932 1783">Alley Gate consultation exercise</td> <td data-bbox="932 1749 1385 1783">10 years plus current</td> </tr> <tr> <td data-bbox="475 1783 932 1816">Partner contact details</td> <td data-bbox="932 1783 1385 1816">5 years</td> </tr> <tr> <td data-bbox="475 1816 932 1850">Community Trigger</td> <td data-bbox="932 1816 1385 1850">6 years plus current</td> </tr> <tr> <td data-bbox="475 1850 932 2033">Anti-Social Behaviour</td> <td data-bbox="932 1850 1385 2033">           6 years plus current:           <ul style="list-style-type: none"> <li>• case conferences</li> <li>• reports relating to ASB matters</li> <li>• complaints about ASB</li> </ul> </td> </tr> </tbody> </table>	Processing activity	Retention period	Start Afresh Practitioners Group	10 years plus current: <ul style="list-style-type: none"> <li>• Meeting minutes</li> <li>• client consents</li> <li>• records of individuals profiled</li> </ul> 1 year after profiling ceases: <ul style="list-style-type: none"> <li>• photo gallery</li> </ul>	Sharps bin consultation data	5 years plus current	Prostitution Strategy minutes	2 years plus current <ul style="list-style-type: none"> <li>• minutes</li> </ul> 6 months from end of profiling: Profiled gallery	Crucial Crew	5 years <ul style="list-style-type: none"> <li>• agency and volunteer contact information</li> </ul> Deleted straight after event: <ul style="list-style-type: none"> <li>• information on children with disabilities who are attending</li> </ul>	Substance misuse reports	1 year	Substance misuse mapping	Reviewed on yearly basis	Community Safety meeting distribution lists	Reviewed annually	Alley Gate consultation exercise	10 years plus current	Partner contact details	5 years	Community Trigger	6 years plus current	Anti-Social Behaviour	6 years plus current: <ul style="list-style-type: none"> <li>• case conferences</li> <li>• reports relating to ASB matters</li> <li>• complaints about ASB</li> </ul>
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	<p>Legal Notices</p>	<p>6 Years plus current</p> <ul style="list-style-type: none"> <li>• Community Protection Notices</li> </ul> <p>2 years plus current from date of Closure Order:</p> <ul style="list-style-type: none"> <li>• Closure Notices</li> <li>• Closure Orders</li> </ul>
	<p>ECINS (multi-agency case management system)</p>	<p>7 years</p>
<p>You have the right to request that your personal information is deleted at any time. The Council will consider your request and comply where possible, however this will depend on the reasons why the data is processed. If it is not possible, we will explain the reasons to you.</p>		
<p><b>Transferring your information overseas</b></p>	<p>Currently, we do not transfer any personal information outside of the European Economic Area (EEA).</p>	
<p><b>Data sharing</b></p>	<p>We will share your personal information with:</p> <ul style="list-style-type: none"> <li>• Partner agencies including the police, health services, other councils, registered social landlords, Probation Services. Fire Service</li> <li>• Councillors</li> <li>• Specialised support services</li> <li>• Voluntary organisations</li> <li>• Schools</li> <li>• Mediation services</li> <li>• Volunteers for Crucial Crew</li> <li>• Other departments within Ipswich Borough Council</li> </ul>	
<p><b>National Fraud Initiative NFI</b></p>	<p>We may share information provided to us with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For further information, see <a href="https://www.ipswich.gov.uk/content/privacy-policy">https://www.ipswich.gov.uk/content/privacy-policy</a>.</p>	