



College Brief Privacy Notice

1. Introduction

This privacy notice provides you with details of how the Legal Services team at the College of Policing (referred to in this document as 'the College', 'we', 'us' or 'our') collects and processes your personal data in relation to subscription to the College Brief (previously known as The Digest). It does not apply to any other College of Policing products or services.

The processing of personal data is governed by the General Data Protection Regulation (GDPR) and relevant Data Protection legislation. The College is registered with the **Information Commissioner** as a 'Data Controller' [registration no: Z3458257]. As such we are obliged to ensure that all personal data is held and processed in accordance with the law. The College takes that responsibility very seriously and takes great care to ensure that personal data is handled appropriately in order to secure and maintain individuals' trust and confidence in the College.

The College may need to update this notice. If we do, you will be notified of the change. It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

2. The data we collect about you and how we collect it

Personal data is any information relating to an identified or identifiable individual. It does not include anonymised data.

Email

Subscription requests for the College Brief can be received by email sent to brief@college.pnn.police.uk. The only strict requirement we make for an acceptable subscription request is your name and e-mail address.

Core personal data processing

- Name (first name, surname)
- Contact data (e-mail address)

However, if a subscriber should also include additional details, the Legal Services team will also process the following data:

Additional personal data processing

- Additional contact data (when more than one email address has been supplied, all addresses will be retained. No other contact data is retained. Whilst we will store your email request to record your consent, we will redact all other contact details before we save your email).
- Employment details (information provided in respect of your role, if included: officer rank or other role, force or office location, specialist unit, civil service department, organisation).

College Brief interaction

To promote the Brief, we may attend events held by the College of Policing or other organisers. At these events, we encourage attendees to subscribe to the Brief. This will be done by completing a bespoke form which will ask for the requestor's name and email address only.

Sensitive data

We will not collect any sensitive or special category personal data in respect of Brief subscription.

3. Why and how we use your personal data

Personal data will only be used when legally permitted. We will rely on consent as a legal ground for processing your personal data.

Individuals who wish to be added to the Brief subscriber's database are asked to proactively opt in.

You have the right to withdraw your consent, or unsubscribe' from our mailing list at any time by emailing:

- brief@college.pnn.police.uk

Why we process your personal data

If you have consented for us to do so, we will process your data in order:

- To register you as a new subscriber
- To send you a copy of the Brief
- To include our readers in Brief development and future content (the Legal Services team are committed to producing a publication which is relevant and of real use to our readers' professional practice. To do this, we may reach out to you via surveys or other correspondence to get your views)

- To manage our relationship with you (to check that you still consent to be included in our database)
- To share information with you about the Brief (to keep our readers engaged we may send you information such as competitions we're running, changes we've made to the Brief or to tell you about upcoming events we'll be attending)
- To allow you to partake in any surveys or competitions we may be running
- To share information with you about the College (the Brief is published for our members and we may be aware of membership products which we think will be of interest to our readers which we'd like to share with you).

Change of purpose

We will only use your personal data for the purposes listed above. If we need to process your personal data for another reason, you will be informed.

We may process your personal data without your consent or knowledge if we are required to do so by law.

Other data processing activities

We may collate data to generate statistics and understand patterns in Brief distribution. All data used in these analyses will be anonymised and you will not be identifiable.

4. Data sharing and security

We may share your personal data with other parties:

- An approved service provider who can facilitate Brief distribution
- Other teams within the College of Policing.

We take the security of your personal data very seriously. All contracts with third parties are rigorously reviewed to ensure that appropriate security measures are in place and that each of these parties are as committed to data protection and legal compliance as we are. Third parties will only be permitted to process personal data for specific purposes and only under our instruction.

The College of Policing takes the security of all personal data under our control very seriously. We will comply with the relevant parts of the GDPR and associated Data Protection legislation relating to security, and seek to comply with the **National Police Chief's Council (NPCC) Community Security Policy** and relevant parts of the ISO27001 Information Security Standard.

We will ensure that appropriate policy, training, technical and procedural measures are in place, including audit and inspection, to protect our manual and electronic information systems from data loss and misuse, and only permit access to them when there is a legitimate reason to do so, and then under strict guidelines as to what use may be made of any personal data contained within them. These procedures are continuously managed and enhanced to ensure up-to-date security.

5. Data retention

We will keep your name and email address on file for as long as you are subscribed to our service.

Retention of emails and other correspondence pertaining to engagement with reader surveys, competitions or other campaigns will vary per campaign and retention will usually be for the period of the campaign plus an additional period that is no longer than 6 months. Surveys will typically be anonymised. Personal data retained for competitions or any other campaign will be retained only for as long as contact is required to maintain necessary communication or rewarding of a prize.

Subscribers can have their personal data deleted or modified at any time by emailing brief@college.pnn.police.uk

6. Your rights

GDPR provides you with rights to your personal data that can be used in certain circumstances. Your rights include:

- The right to be informed of how your data is collected and used
- The right to access personal data held about you
- The right to have inaccurate personal data rectified
- The right to 'be forgotten'
- The right to withdraw consent.

Full guidance can be found on the Information Commissioner's [website](#).

If you wish to make an inquiry or wish to exercise any of your rights please [contact us](#). Depending on the nature of your inquiry, you may be directed via the freedom of information or subject access request channels. Further information can be found [here](#).

7. Contact details

The College Brief editorial team can be contacted by emailing:

- brief@college.pnn.police.uk

If you have any concerns about how the College manages personal data, you can contact our data protection officer by emailing:

- data.protection@college.pnn.police.uk

Or by post:

- Data Protection Officer,
Central House
Beckwith Knowle
Otley Road
Harrogate
HG3 1UF

We are committed to data protection and will make every effort to addressing any concerns you may have but you do also have the right to complain to the supervisory authority, the [Information Commissioner's Office](#).

8. Additional information

- [The College Privacy notice](#)
- [The College cookie policy](#)
- [College terms and conditions](#)