
Privacy and Retention Policy for Police Leavers Partnership

Introduction

The Police Leavers Partnership (PLP) is committed to protecting the privacy rights of individuals in accordance with data protection legislation. We take our responsibility for handling personal data seriously. This policy outlines our fundamental principles for safeguarding personal data, supported by detailed policies, procedures, and guidance documents.

Scope

This policy applies to all personal data processed by PLP for business, research, and service delivery purposes. It covers all personal data held electronically or in manual files and applies to all individuals who process personal data for or on behalf of PLP.

PLP processes personal data for a range of individuals, including:

- Service users (e.g., police leavers)
- Employees and contractors
- Partners and associates
- Website visitors and event participants

Principles of Data Protection

PLP adheres to the following core principles:

1. **Lawfulness, Fairness, and Transparency:** We process personal data fairly, lawfully, and transparently.
2. **Purpose Limitation:** Data is collected for specific, explicit, and legitimate purposes.
3. **Data Minimisation:** We only collect data that is necessary for our stated purposes.
4. **Accuracy:** Personal data is kept accurate and up-to-date.
5. **Storage Limitation:** Data is retained only as long as necessary for its purpose.
6. **Integrity and Confidentiality:** Personal data is handled securely to prevent loss, damage, or unauthorised access.

Retention Periods

PLP retains personal data in line with legal, contractual, and operational requirements. Specific retention periods are determined based on the nature of the data and applicable regulations. For example:

- User account data: Retained for the duration of the user's engagement with PLP and deleted when the user either:
 - Requests their user data to be deleted, or
 - The system automatically deletes after 1 month of inactivity.
- Feedback and survey data: Retained for analysis and anonymised within 6 months of collection.

Data Security Measures

To ensure the integrity and confidentiality of personal data, PLP employs robust security measures, including:

- Encryption of sensitive data
- Regular system audits
- Secure access controls
- Staff training on data protection policies

Breach Management

In the event of a data breach, PLP has procedures to:

- Identify and assess the breach.
- Notify affected individuals and relevant authorities (e.g., the ICO) if required.
- Mitigate risks and prevent recurrence.

Your Rights

Individuals whose data we process have the following rights:

- **Access:** Request a copy of your personal data.
- **Rectification:** Correct inaccuracies in your data.
- **Erasure:** Request deletion of your data where applicable.
- **Restriction:** Limit processing of your data.
- **Objection:** Object to specific processing activities.
- **Data Portability:** Request transfer of your data to another organisation.

Contact Us

If you have any questions or concerns about this policy or your personal data, please contact us at:

- **Email:** info@policeleavers.org

Policy Updates

This policy may be updated periodically to reflect changes in legislation or operational requirements. The latest version will always be available on our website.
