



POLICY	Issue: 2.0
Data Protection	Date: 13/11/2007

Policy Statement

The Civil Nuclear Constabulary (the Constabulary) recognises the sensitivity of personal information and its duty in respect of data held; to protect individuals from the threat of the use of erroneous information, or the misuse of correct information.

The Constabulary needs to collect and use certain types of information about people with whom it deals in order to operate efficiently and effectively. This personal data must be dealt with properly however it is collected, recorded, used or otherwise processed – whether on paper, in a computer, or recorded on other material. This policy restates and revises policy extant since the inception of the Data Protection Act 1998.

The policy of the Constabulary is to adhere to the principles and practices of data protection as laid out in the Data Protection Act 1998, subordinate and related legislation, codes of practice and other official guidance. This policy will be achieved through appropriate management, and the strict application of criteria and controls. All police officers, police staff, volunteers, contractors and other agents will follow good data protection practice and must handle personal data responsibly.

Staff must be aware that non-compliance with legislation and policy could result in criminal proceedings, and/or disciplinary action.

Aims of the Policy

- Compliance with the Data Protection Act 1998 including the eight data protection principles and right of subject access.
- Moving towards compliance with the Code of Practice on the Management of Police Information where this relates to personal information and its subsequent sharing according to nationally set timescales.
- The Constabulary is to keep a register of Information Assets such that all its systems (paper and electronic) which contain personal data are identified and their purpose listed.

This policy is enacted by the following management system documents:

Document Reference

CNC/CD/0465 Corporate Guidance on Data Protection
CNC/POL/5.1 Information Management Policy

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