

## Data Protection Privacy Notice

This Privacy Notice sets out how the British Transport Police Authority (BTPA) collects and uses personal data, how you can access this data and what you can do if you do not think that we are meeting these standards. Any information held by the BTPA is done so in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

[The Data Protection Act \(LINK\)](#)

<https://www.gov.uk/government/collections/data-protection-act-2018>

[A guide to the GDPR \(LINK\)](#)

<https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

During the course of our business it is sometimes necessary for us to collect personal data to enable us to discharge our duties efficiently. For example:

- When a member of the public makes a Freedom of Information request;
- When a member of the public makes a complaint or otherwise corresponds with us;
- During the course of our duties including entering into commercial agreements and recruiting staff for the BTPA or senior staff to the British Transport Police.

Under the UK GDPR, the lawful bases we rely on for processing this information are likely to be:

6(1)(b) – we have a contractual obligation

6(1)(c) – we have a legal obligation

6(1)(e) – it is necessary for the performance of our public task

It is sometimes necessary for us to share this information with appropriate parties, such as BTP or a nominated recruitment company which is only done in accordance with the relevant data protection legislation.

The BTPA strives to stay abreast of the most up to date legislation to ensure that your personal data is kept safe and only accessible by those staff with a legitimate business need. The BTPA recognises the importance of protecting personal information and will use your contact details to send you information as part of its function as an independent body with responsibility ensuring efficient and effective policing of the railways. Your information will be kept secure and will not be used for any other purpose without your permission. We will only keep your personal data for as long as is necessary for the purpose(s) for which we hold it and in line with our retention schedule.

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To find out more about how the BTPA looks after personal data and your rights you can contact:

British Transport Police Authority, Ivason House, 8a London Bridge Street, London, SE1 9SG

Email address: [general.enquiries@btpa.police.uk](mailto:general.enquiries@btpa.police.uk)

Telephone Number: 07900 394 397

If you would like to find out what information we hold on you, to exercise any of your data subject rights or you believe that we are not upholding our duty in regards to the Data Protection legislation you can contact us [here \(LINK\) https://btpa.police.uk/contact-us/complaints/](https://btpa.police.uk/contact-us/complaints/)

We are obliged to appoint a Data Protection Officer in line with Articles 37-39 of UK GDPR. Our DPO may be contacted at:

Data Protection Officer, Information Management, British Transport Police, 2<sup>nd</sup> Floor, Callaghan Square, CF10 5BT

Email: [dataprotection@btp.police.uk](mailto:dataprotection@btp.police.uk)

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner at:

Information Commissioner Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

[www.ico.gov.uk](http://www.ico.gov.uk)

We last updated this privacy notice in July 2021. We keep this privacy notice under regular review and update it if any of the information in it changes.