

Child-Friendly Privacy Notice

Note, this is the child-friendly summary of (and not a substitute for) the adult version of our [Privacy Notice](#).

We collect and store a lot of personal information. This page is about how Greater Manchester Police (GMP) uses and looks after the information we have got about you. We also explain your rights about the information we hold about you. This is called a Privacy Notice, and a full copy can be found using the link above.

What is personal information?

We collect and use your information to allow us to carry out policing. The information we collect is called **personal data** and is information which allows you to be identified. This could be things like your name or a photo of you; it could even be things like your personal email address or your social media username.

There are some types of data we have to be extra careful with. These are known as special category data. This could be something like your sexual orientation, religion or ethnic origin. We take great steps to make sure this information is only used when it absolutely necessary to make sure we protect you.

We will only use the minimum amount of this personal data that is needed for us to do our job and ensure you are protected, to prevent crimes and to uphold the law. We also only share your information when it is absolutely necessary and our partners have agreed to keep your information safe and secure and only use it for valid reasons.

Why do we use your personal data?

The main reason GMP gathers and uses your personal data is to know who you are. This is so that we have all the information in order to help you.

If there are crimes that you need protecting from, your personal data can help us find and stop these crimes.

We will only use personal information when the law allows us to and where it is needed and reasonable for us to do so.

As well as details of criminals, we also keep details of victims and witnesses to allow us to gather information and offer protection to those that need it. We only keep the minimum amount of personal information to allow us to do our jobs.

Whose personal data do we handle?

There are certain situations where we would process your personal data, these could be when you are:

- a victim
- a witness

- a person suspected of committing an offence
- a person making a complaint or asking a question

We keep this information securely, either electronically on a computer system or in a paper records. For example, this can be in the form of paper case files, emails or even CCTV.

What personal data do we hold?

This depends on why you have had contact with us, it can be something simple like your name and address, or your full physical description. A full list can be found on the adult version of our [Privacy Notice](#).

Sometimes, we will get information about you from other agencies, such as Social Services or your school. All the information we are given is treated with the same level of security.

Your information is kept safe secure. It is only accessed by our staff or others who are working on our behalf. We will make sure that your personal information is handled fairly, lawfully and only shared with partners who will use it for valid reasons.

Can we use your personal data for anything?

No. Even though GMP has your personal data, this doesn't mean we can do what we want with it, we have to follow some rules.

Everyone in GMP understands the need to keep your information safe. All staff are trained and our access to personal data is monitored. We only access your information when it is necessary to do so and we cannot just go looking because we want to.

Sometimes we have to ask you if we can use it, and if you say no then we can't. However, most of the time, we will need to use your personal data when we do our police work, and we can do this without asking you first.

We would never share your personal data with anyone else unless you tell us we can, or we think that doing so will protect you from harm or the law tells us to.

Who do we share personal data with?

We will only share your information with organisations that have signed an agreement to keep it as safe and secure as we do or is there is a lawful reason to share your data. Each person that wants to look at your data will have to put security in place to make sure it is safely stored. Your information is shared only when it is necessary and we only share what is relevant to what is happening.

We take the security of your personal information very seriously and we follow the laws relating to security. We make sure that appropriate policies, training and security measures are in place, including making sure our buildings are secure and protected.

How long do we keep your personal data?

We will keep your personal data for as long as needed for our police work.

We collect a lot of information for different reasons, so keeping it for a specific time is complicated. There are different rules for different types of data and we make sure we are following all the rules.

To help with this, we use a retention schedule which helps us to keep your information as long as required for the reason it was collected.

A more detailed explanation can be found on the adult version of our Privacy Notice.

What can you do about the data we hold on you?

The law gives you 'rights' over the personal information GMP holds on you, this means you can:

- Ask us how we gather and use your information
- Ask for a copy of your information
- Ask us to change your information, if you think it's incorrect
- Ask us to delete your information where there is no reason in law for us to keep it
- Ask us to stop using your information, if you have a specific reason

If you would like to ask us to do any of the above, you can contact the Information Compliance & Records Management Unit by email at: dataprotection@gmp.police.uk

Or write to us:
Information Compliance & Records Management Unit
c/o Openshaw Complex
Lawton Street
Manchester
M11 2NS

Or you can visit any police station and ask in person.

If you do ask us for any of the above, it can help to have an adult to help you as we may need to check your identity. Once you have asked us, the law says we have to get back to you within a month.

Should you be worried about sharing personal data online?

We often feel safe sharing details about ourselves online and on social media, but do we over share? Social media refers to a variety of online internet applications that enable you to create your own content and interact with others. Examples of social media are Facebook, Google, Snap Chat, Instagram and Twitter. It is important that you understand the risks of using these applications.

There is a large amount of information on the Internet regarding the risks of over sharing personal information, when to share and how to avoid scams. You can get useful hints and for secure sharing on social media can be found [here](#).

Who can I speak to about my information?

If you have any concerns about your personal information, please contact our Data Protection Officer (DPO). They are responsible for making sure your data is used correctly and we are following the rules. Write to us:

Information Compliance & Records Management Unit
c/o Openshaw Complex
Lawton Street
Manchester
M11 2NS

Or email us:
dataprotection@gmp.police.uk

You can also make a complaint to the Information Commissioner's Office, details of how to do so are on their website: ico.org.uk/concerns

Changes to our Privacy Notice

We keep our privacy notice under regular review. This privacy notice was last updated on **XX/XX/2022**.