

Neighbourhood Watch is committed to protecting your privacy. We are required by law to protect personal and other confidential information you provide us.

This statement summarises Neighbourhood Watch policies for the management of personal and other confidential information and is available to anyone who asks for it.

- We cannot collect personal and other confidential information unless the information is necessary for one or more of our organisations functions or activities.
- We will only collect personal information in a fair, lawful and non-intrusive way. Wherever possible we will collect information directly from you rather than from third parties. We will do our best to tell you if we collect information about you from a third party.
- When we collect information from you we will endeavour to ensure that you are aware of who we are and how to contact us; why we are collecting your personal information; any law that may require it to be collected; the organisations or type of organisations to whom we would usually disclose it; the consequences if any for you if the information is not provided; and we will advise you how you may have access to the information should you wish to do so.
- We are prohibited from using or disclosing personal or commercially sensitive information obtained about you except:
 - For the primary purpose or a reasonably expected secondary purpose for which the information was collected;
 - You permit such use and/or disclosure; use or disclosure is permitted by law, ie direction of a court, part of a law enforcement function etc.;
 - Use or disclosure is necessary for community policing purposes. In these cases we will make a written note of the use or disclosure.
 - We will take reasonable steps to ensure the personal information we collect, use or disclose is accurate, complete and up to date.
- We will take reasonable steps to protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure.
- We will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose and relevant legislation permits destruction.
- On request, we will take reasonable steps to let you know, generally, what sort of personal information we hold, for what

purpose, and how we collect, hold, use and disclose that information.

- If you ask us, we will generally give you access to information we hold about you. However there are some exceptions to this. For example, where providing access would pose a serious and imminent threat to the life or health of any individual; providing access would have an unreasonable impact on the privacy of other individuals; the request for access is frivolous or vexatious; or the information would otherwise be exempt from disclosure by law.
- However, where providing access would reveal evaluative information generated within the organisation in connection with a commercially sensitive decision-making process, the organisation may give the individual an explanation for the commercially sensitive decision rather than direct access to the information.
- Wherever it is lawful and practicable, individuals will have the option of not identifying themselves when entering transactions with this organisation.