

# Brighton Crime Reduction Partnership [BCRP]

## PERSONAL DATA PROCESSING DOCUMENTATION [offending behaviour & safeguarding]

This document describes the way that personal data is processed and secured by the BCRP as required by Articles 24 and 30 of GDPR.

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## 1. Definition of Data Protection terms

- a) **Data subjects** for the purpose of this policy include all living individuals about whom we hold personal data. All data subjects have legal rights under the General Data Protection Regulation [and regional recitals] and the Data Protection Act 2018 in relation to their personal information.
- b) **Personal data** means data relating to a living individual who can be identified from that data (or from that data and other information in our possession). Personal data can be factual (for example, a name, a unique reference number, address or date of birth) or it can be other information about that person, their actions and behaviour which, taken together, could identify that person.
- c) **Data Controllers** are the people or organisations which determine the purposes for which, and the manner in which, any personal data is processed. They are responsible for establishing practices and policies in line with GDPR.
- d) **Data Processors** include any person or organisation that is not a data user that processes personal data on our behalf and on our instructions. Employees of data controllers are excluded from this definition but it includes suppliers, providers and contractors which handle personal data on the BCRP's behalf.
- e) **Processing** is any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using and viewing, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties. It does not include transferring the data of children under the age of 14 to appropriate authorities in the interests of safeguarding prior to irrevocable destruction of that data. Except under exceptional circumstances, the BCRP does not process data of children under the age of 14.
- f) **Special Category Data** (previously known as "sensitive personal data") includes information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership. The definition also includes the processing of genetic data, biometric data for the purpose of uniquely identifying an individual, data concerning health or data concerning an individual's sex life or sexual orientation. Special Category Data can only be processed under strict conditions. Personal Data relating to criminal convictions and offences is not Special Category Data but will be handled in a similar way to Special Category Data.
- g) **Third Party** - Any individual/organisation other than the data subject, the data controller or its agents.
- h) **Data Protection Impact Assessment [DPIA]** is a process to help identify and minimise the data protection risks of a project. A DPIA should be carried out for processing that is likely to result in a high risk to individuals. The DPIA must: describe the nature, scope, context and purposes of the processing; assess necessity, proportionality and compliance measures; identify and assess risks to individuals; and identify any additional measures to mitigate those risks.

## 2. Contact details

Brighton & Hove BCRP  
PO Box 5398  
Brighton BN50 8GQ  
Email address: [info@bcrpbrighton.com](mailto:info@bcrpbrighton.com)  
Tel: 01273 733393

3. The BCRP's Data Controller is the Managing Director and he is responsible for ensuring its compliance with current data protection law and can be contacted at the above address, email address or telephone number. The Scheme is registered with the Information Commissioner's Office as a Business Crime Reduction Partnership<sup>1</sup>.
4. **The JAPAN test**  
Before data processing occurs, it will be subjected to the JAPAN test shown below:

<b>Justification</b>	Can we justify the need to collect/store/share/destroy the personal information we are handling?
<b>Authorisation</b>	What authority are we using to do this? What is our legal basis?
<b>Proportionality</b>	Is what we are doing proportional to the purpose? Could we achieve the same purpose by recording or sharing less or no personal information?
<b>Audit</b>	Do we have a record of what we have shared, with whom and why, so that there is evidence [an audit trail] of our actions?
<b>Necessary</b>	Is what we are doing necessary or can the end result be achieved in some other way?

#### **Types of Data Subjects processed**

5. The Scheme processes the personal data of:

**'Offenders' and 'Alleged Offender'**: individuals aged over 14 years and who have been reported to have allegedly been actively involved in incidents which have presented a threat or damage to the property or safety of Members of the BCRP or Members' staff or customers or disrupt the peaceful enjoyment that their customers expect from the goods and/or services that our Members offer.

**'Minors'** between the ages of 14 and 17 are subject to an additional policy and safeguards for processing their data. Such data is processed for the reasons of safeguarding [refer to paragraph 88].

#### **Purpose of processing personal data**

6. Members of the Scheme have the right [a legitimate interest] to protect their property, staff and customers from crime and anti-social behaviour and to exclude from their premises any individuals who are proven threats to their property, staff or customers or disrupt the peaceful enjoyment that their customers expect from the goods and/or services that our Members offer. The scheme processes offenders' personal data for the specific purposes of;
  - a. managing its Exclusion Scheme on behalf of our Members,
  - b. drawing active offenders to the attention of our Members and inform them of an offender's modus operandi,
  - c. collating intelligence on criminal activity within the area of the scheme's operation
  - d. contributing to legal proceedings against offenders where appropriate
  - e. preventing and reducing crime, disorder and anti-social behaviour [ASB]
  - f. apprehending and prosecuting offenders;
  - g. reducing re-offending

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<sup>1</sup> Registration number Z2184376

7. The Scheme’s area of operation for its Exclusion Notice Scheme is within the boundaries of the city of Brighton & Hove. The area of operation for sharing of data is principally within the county of Sussex but also in ROCU area 10<sup>2</sup> should circumstances demand it.

**Lawful Basis of Processing**

**Legitimate Interest**




8. The BCRP’s duty towards safeguarding of minors, its legitimate interests and substantial public interest are the lawful bases for processing children’s personal data [refer to paragraph 89 for more details].
9. The BCRP’s Members’ ‘legitimate interests’ provides the lawful basis on which it may process specific items of offenders’ personal data for specific purposes without the offenders’ consent.
10. The scheme has assessed the impact of its processing on offenders’ rights and freedoms, has balanced these with its Members’ own rights, and has concluded that its Members’ rights prevail over Offenders’ rights in this specific matter. This means that, for the specific purpose of managing and operating the business crime reduction partnership including addressing the issues of crime and disorder and the administration of its Exclusion Notices under the lawful basis of ‘legitimate interests’ it can therefore process offenders’ personal data without requiring their consent [see the Legitimate Interests Assessment at paragraph 57].
11. The GDPR conditions relevant to this Personal Data Processing Documentation are shown below:

Article 6	Article 9	DPA Schedule 1
1(c) <b>Legal obligation:</b> the processing is necessary to comply with the law	2(f) <b>Legal claims:</b> processing is necessary for the establishment, exercise or defence of legal claims	Part 1. s 10(1)(a) <b>Preventing or detecting unlawful acts</b> [and the disclosure of personal data to a competent authority]
1(e) <b>Public task:</b> the processing is necessary to perform a task in the public interest or for official functions. The task has a clear basis in law.	2(g) <b>Public interest:</b> processing is necessary for reasons of substantial public interest	Part 1. s 11(2)(a) <b>Protecting the public from dishonesty, malpractice and other seriously improper conduct</b> [for reasons of substantial public interest]
1(f) <b>Legitimate interests:</b> the processing is necessary for the legitimate interests of a third party.		Part 1. s 18(1)(d) 18(3)(a)(b)(c) <b>Safeguarding individuals at risk</b> [protecting individuals from neglect or physical, mental or emotional harm]

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<sup>2</sup> Regional Organised Crime Unit

12. When an offender is reported by a Member or partner agency for participating in any threat or damage to any Member’s property, staff or customers or disrupting the peaceful enjoyment that customers expect from the goods and/or services that our Members offer, the information received will be subjected to a confidence test shown below:

		Source Evaluation			
		<i>Reliable</i>	<i>Untested</i>	<i>Unreliable</i>	
Intelligence Assessment	Information suspected to be False	LOW	LOW	LOW	 High confidence
	Authenticity Unknown	LOW	LOW	LOW	
	Authenticity Indirectly Known	MEDIUM	LOW	LOW	 Medium confidence
	Authenticity Directly Known	HIGH	MEDIUM	LOW	
	Indirectly known but corroborated	HIGH	HIGH	MEDIUM	 Low confidence

13. The **source evaluation** will fall into one of three categories:

- a. **Reliable** – This is only used when there is no doubt as to the authenticity, competence and reliability of the source. This grading may include technical information sources e.g. surveillance video, or a source which has consistently proven reliable in the past e.g. police officers, Members who report regularly and who have proven reliable previously or actual witnesses at the scene.
- b. **Untested**– Sometimes it will not be possible to make an informed decision as to sources reliability. This does not mean that it cannot be used, but is treated with caution and must be corroborated with more reliable or additional information if possible.
- c. **Unreliable** – This is never processed

14. The **intelligence assessment** will fall into one of five categories:

- a. **Known to be true without reservation.** This information will often be collected by technical surveillance or witnessed first-hand by BCRP staff. A report that is hearsay cannot fall into this category.
- b. **Known personally to the source but not to BCRP staff** –Information is second hand such as information from a witness relayed by a Member.
- c. **Not known personally to the source but corroborated by information already recorded** – This is information that has been passed to a source from a third party, but is backed up by other information e.g. CCTV footage.
- d. **Not known personally to source and cannot be corroborated** – This is when the source has received the information, but there is no way of cross referencing it to other information or other means of corroboration. The reliability of this information cannot be judged, and it cannot be processed.
- e. **Suspected to be false or malicious** – This information is known or suspected to be deliberately untrue. It cannot be processed.

15. Once data is processed it will be stored in secure Cloud based database[s] which are certified to the Cyber Essential Standard. BCRP database[s] have two parts:

- i) a restricted section accessible only to authorised BCRP staff vetted to NPPV Level 2 and
- ii) an open, Member-facing section available only to BCRP Members and partners via computer or mobile phone app on a need-to-know basis. This part is password protected and images are security seeded.

Full details of incidents reported by our Members and partners in addition to personal data will be stored in the restricted section. Very limited data is available in the open section i.e. name, date of birth, photograph and brief details of the offence for which the offender is known. Where appropriate, details of conditions imposed by law enforcement bodies may also be shown.

16. The external Data Processors for the BCRP maintain their own certified and comprehensive Information Security Management System[s] [ISMS] to the ISO27001:2013 standard and all Cloud-service providers are also certified to the same standard. The secure Cloud based database[s] are certified to the Cyber Essential Standard. The external Data Processors for the BCRP maintain their own certified and comprehensive Information Security Management Systems [ISMS] to the ISO27001:2013 standard and all their Cloud-service providers are also certified to the same standard. Data Processors commission independent certified consultancies to maintain a formal 'Risk Register' which assesses all potential vulnerabilities for likelihood and severity. On this basis a risk 'score' is calculated, and each risk designated low, medium or high-risk. As at the date of this review our Data Processors' Server Risk Registers showed only low-risk vulnerabilities.

#### **Vital Interest**

17. At the request of a law enforcement agency, with the request being made at a minimum of Inspector level, we may process and share with our Members, details of vulnerable persons under the lawful basis of 'vital interest' e.g. in the case of missing persons. Only a name and photographic image will be shared and such data will have an expiry date of 10 days. No data will be retained.

#### **Substantial Public Interest**

18. Applied in the case of Sexual Risk Orders [SRO] [including Interim Sexual Risk Orders] under DPA Schedule 1, paragraphs 6-28, where the details of conditions and restrictions associated with an SRO can be circulated to Members to:
  - a. prevent or detect unlawful acts
  - b. protect the public
  - c. safeguard children and individuals at risk
19. As a safeguard, the sharing of such data with Members will be subject to unanimous agreement of a Board of Management meeting and consultation with the appropriate public body [Sussex Police]. Such data will have an expiry date no later than the expiry of the SRO.

#### **Categories and types of personal data processed**

A full list of offender data that is processed [or not] and shared [or not] is shown at paragraph 24. The principal data to be processed is described in more detail below:

20. **Offender's name, date of birth and facial image** being a picture made using a camera and/or video footage of an offender captured on closed circuit TV system[s] without any prior or subsequent specific technical processing. The purpose of this data processing is to enable Members to identify offenders in order to fulfil the requirements of an Exclusion Notice and/or submit reports about them and/or to include them in a list or gallery of offenders and excluded persons (if appropriate) and to protect the personal safety of Members and their staff, customers etc.

21. **Offenders’ postal and email addresses, telephone number(s) and other contact details;** the purpose of this processing is to enable the scheme to inform offenders of the data we hold about them under Article 13 of GDPR. We may also send confirmation of exclusions, rules of the exclusion scheme, or warning letters. Offender’s contact data is not the property of the BCRP and will not be shared with Members.
22. **Information and evidence about alleged incidents in which an offender has been involved;** the purpose of this processing is to enable the Scheme to assess the suitability of an exclusion notice against the offender and to defend its legal rights against any claim or suit by an offender or other party. Detailed data may be processed but will not be shared with Members; rather a two or three word summary description of the general offence for which the offender is known e.g. ‘theft’ or ‘fraud’. Details of such data may be shared with the Scheme’s Data Controller and Board of Management as necessary and also in the course of any legal proceedings.

### Special Category Data

23. In order to lawfully process special category data, GDPR makes it clear that an organisation must identify both a lawful basis under Article 6 and a separate condition for processing special category data under Article 9.
24. The processing of special category data is allowed under UK derogations for the purposes of the prevention of crime and disorder [DPA2018 Schedule1, Part 2, 10(a)].
25. The processing of special category data will be avoided.
26. The following table shows in detail what data will be processed, with whom it will be shared and the reason for distribution:

Category	Processed?	May be shared with?	Justification
Name	May be processed.	Members.  Other accredited BCRPs in our ROCU area <sup>3</sup> . Police <sup>1</sup> . Other public sector and charitable bodies <sup>1</sup> .	To allow the BCRP Members and other parties listed to identify excluded individuals and submit reports about offending behaviour.
Date of Birth	May be processed.	Members.  Other accredited BCRPs in SBN’s ROCU area. Police. Other public sector and charitable bodies.	To allow the BCRP Members and other parties listed to correctly identify excluded individuals [especially in the night-time economy] and submit reports about offending behaviour.
Photographic Image	May be processed.	Members.	To allow the BCRP Members and other

<sup>3</sup> Subject to an extant DSA

		Other accredited BCRPs in our ROCU area. Police. Other public sector and charitable bodies.	parties listed to correctly identify excluded individuals and submit reports about offending behaviour.
Moving image video footage	May be processed.	Will not be shared with Members or charitable bodies.  May be shared with other accredited BCRPs in our ROCU area.  May be shared with police.	To identify travelling offenders.  To assist a law enforcement agency in evidence gathering.
Alleged Offences against our Members	May be processed.	Will not be shared in detail. Only a brief [two or three word] description of the offences for which the offender is known.	To allow Members and other parties listed to assess risk.
Radio transmission voice files	May be processed.	Will not be shared with Members or charitable bodies but may be returned to the original owner.  May be shared with police.	To assist a law enforcement agency in evidence gathering.
Distinguishing features e.g. tattoos	May be processed	May be shared with Members and charitable bodies and the police.	To assist with identification.
Race	Will not be processed.	Will not be shared.	
Ethnic origin	Will not be processed.	Will not be shared.	
Politics	Will not be processed.	Will not be shared.	
Religion	Will not be processed	Will not be shared.	
Trade Union Membership	Will not be processed.	Will not be shared.	
Genetic data	Will not be processed.	Will not be shared.	
Biometric data	Will not be processed.	Will not be shared	
Health data	Will not be processed.	Will not be shared.	
Sex life	Will not be processed.	Will not be shared.	
Sexual orientation	Will not be processed.	Will not be shared.	



Criminal convictions	<p>Alleged criminal offences against our Members will be processed under Schedule 1, Part 2, Para 10[a] of DPA 2018.</p> <p>Conditions attached to Criminal Behaviour Orders [CBOs], bail conditions and Community Protection Notices [CPNs] will be processed under Schedule 1, Part 2, Para 10[c] of DPA 2018.</p>	<p>May be shared with other accredited BCRPs in Sussex with which we have a DSA.</p> <p>Police.</p> <p>May be shared with Members.</p>	<p>To inform Members of the potential offence they can expect from an offender.</p> <p>To assist in monitoring compliance with CBOs, CPNs and bail conditions and report any breaches in the interests of the prevention or detection of crime.</p> <p>Safeguarding children and vulnerable adults</p>
Offender's Sexual Risk Order Conditions & Restrictions	May be processed	May be shared with Members subject to consultation with appropriate public body.	<p>The prevention or detection of unlawful acts.</p> <p>Protection of the public</p> <p>Safeguarding of children and individuals at risk</p>
Offender's Address	May be processed.	Will not be shared.	To comply with the requirement of Article 14 to inform the data subject of the personal data we hold.
Vehicle Registration	May be processed	<p>May be shared with other accredited BCRPs in Sussex with which we have a DSA.</p> <p>Police.</p> <p>May be shared with Members.</p>	<p>The prevention or detection of unlawful acts.</p> <p>Protection of the public</p> <p>Safeguarding of children and individuals at risk</p>
Personal Data about children or other vulnerable individuals?	May be processed subject to additional safeguards [see paragraph 89]	May be shared with Members	Safeguarding of children and individuals at risk

		May be shared with Sussex Police Appropriate local authority agencies	
Systematic monitoring of individuals.	Will not be processed	Will not be shared	
Profiling or making predictions about individuals systematically or on a large scale?	Will not be processed	Will not be shared	
Matching or combining datasets processed for different purposes or from different sources?	Will be processed Datasets which may be combined and/or matched include vehicle registration marks, modus operandi of individuals, images/photos/CCTV, postcodes, emails, telephone numbers. The datasets are all used for the same purpose but they are collected from BCRP Members, Brighton BID and Sussex Police	May be shared with Sussex Police.	The prevention or detection of unlawful acts. Protection of the public Identification of travelling offenders
Data using innovative technologies or the new application of existing technologies?	Will not be processed	Will not be shared	
Data we already hold for a new or different purpose?	Will not be processed	Will not be shared	
Geolocation of individuals	Will not be processed	Will not be shared	

## 27. Sources of personal data

- a. **Offenders** who may voluntarily offer information about themselves.
- b. **Members** who may submit reports about incidents in which offenders have allegedly been involved and which affect our Members. They may also send relevant 'intelligence' about offenders, for example they may provide a name when asked to identify an unidentified CCTV image. Such identification will require two separate sources.
- c. **Other business crime reduction partnerships** or similar accredited private sector agencies with which we have a formal data sharing agreement if an offender is suspected of travelling to offend.
- d. **Police or other public agencies** may provide offenders' personal data under a formal Data Sharing Agreement.
- e. **Offender's social media platforms** may provide information that has already been made public by the person it relates to by virtue of being displayed without privacy

controls on a publicly accessible platform.

### How is personal data kept up-to-date?

28. The BCRP ensures that Personal Data is kept up-to-date by:
- a. Maintaining internal monitoring processes that keep personal data up to date.
  - b. Including the right for data subjects to ask for their personal data to be rectified or erased [when legally permissible] in the warning letter [privacy statement] sent to offenders and including the same right in the FAQ section of the BCRP public-facing website.
  - c. Including details of an internal appeal procedure in the warning letter [privacy statement] sent to offenders and on the public-facing website.
  - d. Erasing or rectifying personal data that is found to be inaccurate or out of date with 72 hours of discovery.

### Avoiding data being used for 'other purposes'

29. The BCRP only uses the personal data for the purpose for which it collected it, in accordance with GDPR's purpose limitation principle. BCRP also takes steps to ensure that its Members comply with this principle as well by:
- e. Giving training to Members at induction and offering regular refresher training.
  - f. Adhering to BCRP's policies and procedures relating to the use of DISC
  - g. Using electronic sign-in with date stamp to confirm that they have read and understood the above-mentioned policies and procedures
  - h. Obliging Members to re-certify when accessing DISC at regular intervals
  - i. Being contractually bound by a data sharing agreement not to use the personal data for any other purpose.
30. If the data passes the confidence test, points will be allocated to the reported offence. The points [shown below] are based on Criminal Sentencing Guidelines and are reviewed annually:

<b>Aggressive behaviour or verbal abuse</b>	<b>1</b>
<b>Anti-social behaviour</b>	
<b>Attempted theft</b>	
<b>Begging</b>	
<b>Breach of a BCRP Exclusion Notice</b>	
<b>Breach of Section 35</b>	
<b>Criminal Damage under £5,000</b>	
<b>Fraud under £200</b>	
<b>Drunk &amp; disorderly</b>	
<b>Ejected from a venue with good cause</b>	
<b>Theft from premises under £200</b>	
<b>Suspected Possession of Drugs</b>	
<b>Possession of stolen goods</b>	
<b>Indecent Exposure</b>	
<b>Fraudulent use of ID [user or supplier]</b>	

<b>Racist or homophobic abuse</b>	<b>2</b>
<b>Breach of a CBO</b>	
<b>Common Assault</b>	
<b>Suspected Possession of drugs with intent to supply</b>	
<b>Criminal Damage over £5,000</b>	
<b>Fraud over £200</b>	
<b>Going Equipped</b>	
<b>Threat to cause harm &amp; threatening behaviour</b>	
<b>Theft from Person</b>	
<b>Theft from Premises over £200</b>	
<b>Sexual abuse</b>	
<b>Threat to cause harm</b>	
<b>Upskirting or attempted upskirting</b>	

<b>ABH</b>	<b>3</b>
<b>Burglary [other than domestic]</b>	
<b>Suspected Possession of drugs with intent to supply with additional circumstantial evidence</b>	
<b>Possession of an offensive weapon</b>	
<b>Robbery</b>	
<b>Sexual Assault</b>	
<b>Breach of CPN or any court mandated sanction [if relevant to our Members' interests]</b>	
<b>Breach of an injunction [if relevant to our Member's interests]</b>	

<b>GBH</b>	
<b>Aggravated burglary otd</b>	

Conviction for Rape [applicable to night-time exclusion]	<h1>5</h1>
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31. A points threshold will determine further actions as shown below:

<p>Threshold for a warning letter to be sent to the offender together with a privacy statement and details of appeal procedure.</p> <p>Threshold for <i>ID sought</i> request to be shared with Members via Member-facing database if the offender is unidentified. Data will be removed from Member-facing database once identification is obtained if 3 points have not been allocated to the offender.</p> <p>If, in the unanimous opinion of a Board of Management meeting consisting of a minimum of three officers, there is a clear and present safeguarding concern involving the safety of children, an adult individual's data may be processed and shared with Members with a minimum of 1 point. Such decisions will be considered and clearly documented on a case-by-case basis.</p>	1 point
Threshold for bringing an offender to the attention of Members via inclusion on the Member-facing database and app.	3 points
Threshold for Exclusion from Members' venues and an exclusion notice to be sent to the offender together with a privacy statement and details of appeal procedure. Offender's data will be shared on the Member-facing database.	5 points

### Sharing data

32. Data may be shared with:

- a. **Members** who are business and/or property owners, their agents or their employees working within the operational area of the scheme who share the same legitimate interests.
- b. **Employees and officers of public agencies involved in the prevention and detection of crime** such as police and relevant local authority departments whose lawful basis for processing Offenders' data is their public task.

- c. **Charitable organisations** also involved in the prevention of crime and public disorder subject to a data sharing agreement.
- d. **Data Controllers of other organisations**, similar in nature to the scheme, in neighbouring areas [but within our ROCU area] if there is evidence that an offender has participated in any threat or damage to property, staff and customers in areas outside the Scheme's area of operation.

33. The BCRP will not transfer offenders' data outside of the UK.

#### **Data retention period**

34. If the data fails the confidence test it will be irrevocably destroyed immediately without any further processing. If it passes the confidence test and meets the points criteria for being brought to the attention of our Members it will be available on the Member-facing, open database for a maximum of 13 weeks if no further reports are received.
35. If it meets the points criteria shown at paragraph 27, the offender's name, date of birth, facial image and the offence for which they are known may be shared among Members on the open database for a maximum of 12 months or the full term of any relevant court imposed sanction. If no further report is submitted during that period, the offender's profile on the Member-facing database will be deleted without delay.
36. If, during the 12 months when an offender is excluded, they commit further incidents involving a threat or damage to any Member's property, staff or customers, *and* they reach the appropriate threshold, their exclusion may be renewed and their name, facial image and date of birth may be circulated among Members on the open database for a further maximum of 12 months from the date of the further report. If no further report is submitted by a Member or public agency during that period, the offender's data will be withdrawn from the open database at the expiry of that period. It will be retained for a further maximum of 12 months [6 months for offenders under the age of 18 where processing is considered to be *sensitive processing* under DPA 2018, Part2, Chapter 2, Section 42, 5(b)] in the BCRP's closed database [which can only be accessed by authorised personnel] after which it will be irrevocably deleted.
37. Personal data may also be transmitted via the radio network operating in the city. All radio transmissions will be recorded on the BCRP's radio management system and will be stored for a period of 28 days after which they will be erased. They will be shared with law enforcement agencies upon request to support the investigation of a crime and the original owner of any transmission may request a copy [.wav file] for their own internal processing purposes.

#### **Data Processors**

38. The BCRP employs the following Data Processor(s) under contract as required by DPA2018 Part 3, Section 59(5): the processors will act only on instructions from the Controller.
- a. **Littoralis Limited**
  - b. **SentrySIS Ltd**

#### **Standard Operating Procedures**

39. The following Standard Operating Procedures have been defined relating to the processing of personal data by the BCRP and in compliance with current data protection law.

#### **Documentation management**

40. Every twelve months the Data Controller will review all documentation relating to the management of personal data, including the Scheme's *Privacy Notices (Offenders and Members)*, *Personal Data Processing Documentation*, *Legitimate Interests Statement*, *Data Protection Impact Assessment(s)* and, where relevant, *Information Sharing Agreement(s)* and *Data Processing Agreement(s)*.
41. Where any revision is necessary, a new version of the relevant document will be created to replace the previous version (which will be retained by the Data Controller).
42. Where it is necessary that Members re-certify against any revised document, the Data Controller will secure re-certification by all Members when they next access the scheme's data via the website or mobile phone app.

### **Automated decision making**

43. Automated decision making is processing without human intervention. Processing is any operation on personal data. So automated processing is any operation on personal data without human intervention. Article 22 of the UK GDPR has additional rules to protect individuals if an organisation is carrying out solely automated decision-making that has legal or similarly significant effects on them. Article 22(1) of the UK GDPR limits the circumstances in which an organisation can make **solely** automated decisions.
44. ICO guidance states that A process won't be considered solely automated if someone weighs up and interprets the result of an automated decision before applying it to the individual.
45. None of the stages of processing of data employed by the BCRP [refer to paragraph 63] are solely automated. All of them require human input either in terms of collation, interpretation and implementation leading to a final outcome for the data subject.

### **Subject Access Requests (SARs) [Article 12 of GDPR]**

46. Within 30 days of an applicant submitting a Subject Access Request to the BCRP, the Data Controller must confirm its receipt with the applicant and complete the request in full.
47. As soon as practical after receipt of a SAR the Data Controller must satisfy itself as to the identity of the applicant; where necessary this may require identification in person by personal facial recognition or the presentation of a photo identification document. Where the controller requests the provision of additional information necessary to confirm the identity of the data subject, that information will be processed only for that specific purpose and will not be stored for longer than needed for that purpose.
48. As soon as practical after the receipt of a SAR the Data Controller must:
  - a. collect all personal data relating to the applicant, including image(s).
  - b. redact all data identifying any other person from the data.
  - c. provide the relevant personal data to the applicant, in a conventional, readable format.
  - d. provide documentation demonstrating the scheme's compliance with data protection law.
  - e. inform the applicant of their right to require corrections of any data which the applicant can demonstrate to the satisfaction of the Data Controller is incorrect, unnecessary or disproportionate.
  - f. Document the completion of the SAR process.

49. If the controller, for whatever reason, denies a data subject his or her right to information, access to or rectification or erasure of personal data or restriction of processing, the data subject will have the right to request that the ICO verify the lawfulness of the processing. The data subject will be informed of that right.

**Reporting a Personal Data Breach** [refer also to the Data Breach Management Plan at paragraph 105]

50. Within 72 hours of becoming aware of a breach of personal data the Data Controller must report the breach to:-
- a. the Board of Management.
  - b. the Information Commissioner's Office if deemed sufficiently serious.
  - c. any relevant Data Processor.
  - d. any involved third party.
51. As soon as possible thereafter, in the case of a data breach which, in the view of the Data Controller, is likely to result in a high risk of adversely affecting individuals' rights and freedoms, the Data Controller must inform those individuals of the breach and the nature of the resulting risk to their rights and freedoms. The Data Controller must document each Personal Data Breach in an Appendix at the end of this document.

**Privacy Notices**

52. GDPR guidance states that a Privacy Notice should be:
- a. Concise
  - b. Written in clear and plain language
  - c. Easily accessible
  - d. In a format that is accessible to the individual

As a consequence, the BCRP's privacy notice is written with a reading age of 10 which makes it accessible to adults and children. See appendix two for a copy of the BCRP's privacy notice.

53. **Where data is collected directly from the Offender:** the Privacy Notice (Offender) must be served to the Offender at the time and place of data collection. Use best endeavours to record the service of the Privacy Notice and retain a record of service.
54. **Where data is not collected directly from the Offender:** within five working days thereafter use best endeavours to serve a Privacy Notice unless the provision of such information proves impossible [Article 14, para 5(b) of GDPR] but as a matter of general principle, all exceptions to the right to be informed will be interpreted restrictively and applied narrowly. A record of posting of the Privacy Notice will be retained.
55. In any event, the BCRP's Privacy Notice (Offenders) and this Data Processing Documentation in full will be displayed on the BCRP's website where it is publicly available to maximise the likelihood and possibility of access by offenders<sup>4</sup>.

**Registration of the Scheme with the Information Commissioners Office**

56. Each year, at the notification to the Data Controller of the annual renewal of the Scheme's registration with the ICO, the Data Controller must review the Scheme's registration with the ICO.

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<sup>4</sup> <https://www.bcrpbrighton.com/data-protection-faqs>

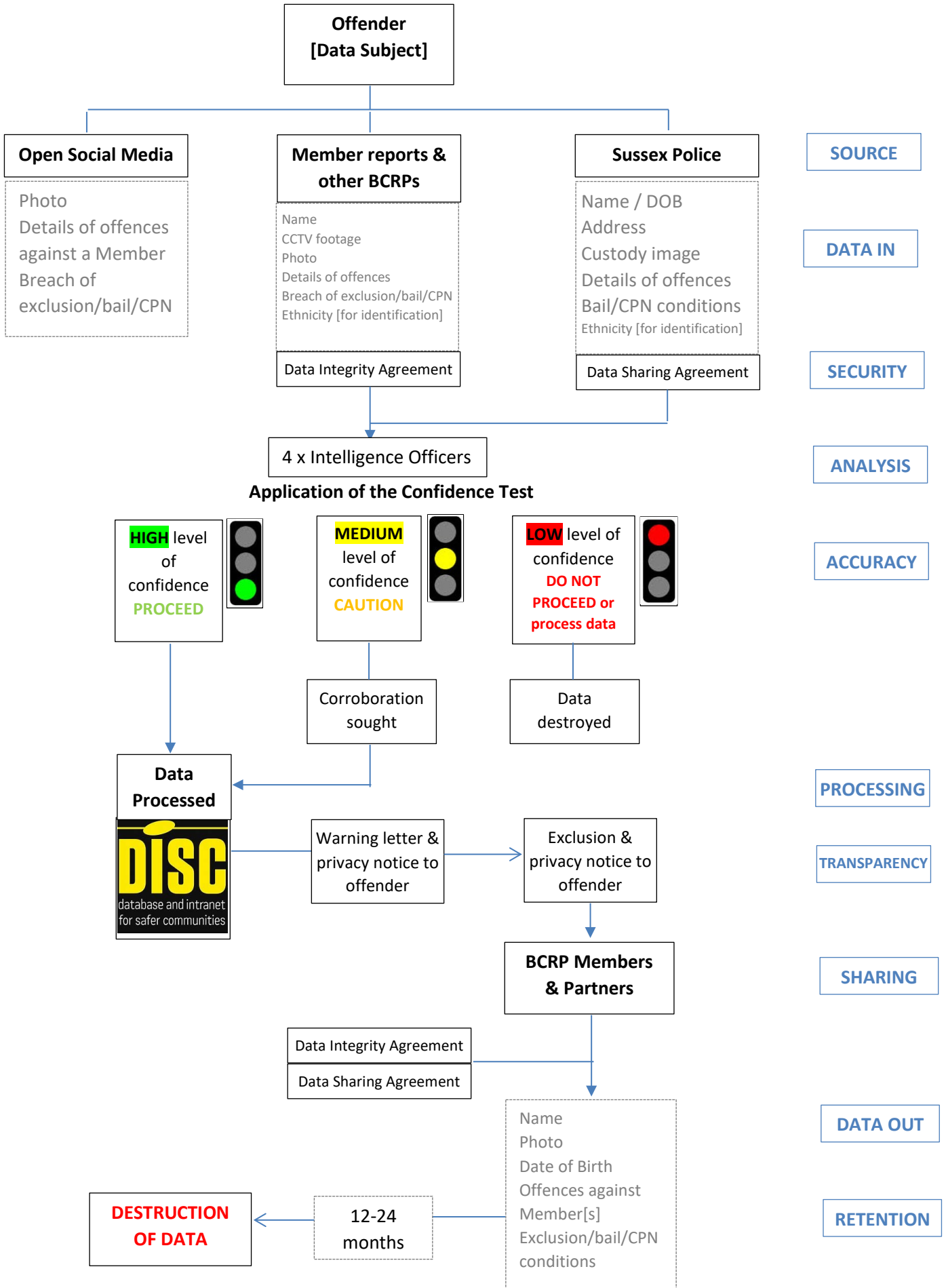


57. As soon as possible thereafter, where the registration requires updating or revision, the Data Controller must communicate the proposed revision to the ICO's Registration department at [registration@ico.org.uk](mailto:registration@ico.org.uk) .

#### **Data Security** [Article 5 of GDPR]

58. The BCRP will take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.
59. The BCRP will put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction.
60. Personal data will only be transferred to a data processor that has provided sufficient guarantees to implement appropriate technical and organisational measures that will comply with data protection legislation and ensure that data subject's rights are protected and that these requirements are governed by a data processing contract or other legally binding agreement.
61. We will maintain data security by protecting the confidentiality, integrity and availability of the personal data, defined as follows:
- a) Confidentiality means that only people who are authorised to use the personal data should access it.
  - b) Integrity means that personal data should be accurate and suitable for the purpose for which it is processed.
  - c) Availability means that authorised users should be able to access the personal data if they need it for authorised purposes.
62. Security procedures include:
- a. Entry controls. Access to physical areas where processing occurs will be controlled by physical locking mechanisms or digital coded entry systems.
  - b. Secure lockable desks and cupboards. Holding personal information in non-digital format is to be avoided but desks and cupboards will be kept locked if they hold confidential information of any kind [personal information is always considered confidential].
  - c. Methods of disposal. Paper documents will be shredded. Digital storage devices will be physically destroyed when they are no longer required. Equipment such as PCs and hand-held devices will be password protected. BCRP employees will log off from their PC when it is left unattended.
63. The BCRP processes all personal data within an online 'secure environment' in which all personal data processed by the scheme is secured. The system is ISO27001 accredited and aligns with the principles of 'Data Protection by Design and Default' as defined in the latest version of the processor's *Information Security Management and Policy*. The secure platform[s] have access controls, member certification, re-certification and monitoring, separation of roles, data encryption, password re-set requirements, two-factor authentication, auto-logout and access audit trails.

64. GDPR Data Flow Chart



## Legitimate Interests Assessment [LIA]

### 65. The Purpose

The BCRP is a membership organisation administering a crime reduction partnership in the City of Brighton & Hove to assist businesses to prevent crime and disorder. One of the services it offers to its Members is an exclusion notice scheme which bans persistent offenders from Member premises for a period of one year. The BCRP operates in both the day-time and night-time economies of the city. This affords our Members the opportunity to avoid and/or prepare for interaction with individuals who threaten their right to peacefully offer their goods and services to Members of the public without fear of anti-social behaviour, crime or disorder. Similarly, it is advantageous to members of the public who have the right to purchase goods and services from our Members in a safe and secure environment.

66. The Members complete a written agreement that vests in the BCRP the authority to exclude individuals from their venues on their behalf. Details of excluded individuals are then made available to Members via a secure, encrypted, password-protected intranet accessed via desktop and laptop computer or a Smartphone app.

67. Members report incidents about offenders' criminal and/or anti-social behaviour to the BCRP and such reports are subject to a confidence test [see paragraph 10] and allocated points [based on Criminal Sentencing Guidelines]. Details of the offence and limited personal data are processed on secure databases. As soon as a report is received, and assuming it passes the confidence test, the individual is contacted in writing [a warning letter] to inform them that they are in danger of being excluded together with an accompanying formal privacy notice [which is also available on the company's public facing website]. Subsequent offending behaviour may result in the threshold being reached for exclusion and offenders are then informed of their exclusion in writing with an accompanying formal privacy statement.

68. Once excluded the offender's name, date of birth, photograph and a brief [two or three word] description of the offences against our Members for which they are known is placed on the database and this is made available to Members. In addition any court mandated restrictions or sanctions may be included. The purpose of making this limited personal data available to Members is to enable them to identify the offender and ensure they are excluded from their venues and assess the risk that the offenders pose. The persons most likely to need to have the data will be security staff, registered with the Security Industry Agency, essentially [though not exclusively] responsible for enforcing the exclusion notice.

69. Individuals are only excluded from the premises of BCRP Members and, unless there is firm evidence to suggest they are travelling offenders operating in multiple areas of the county, only in the city of Brighton & Hove.

70. The BCRP processes offenders' personal data for:

- a. the specific purpose of managing its Exclusion Scheme on behalf of its Members
- b. to inform Members of an offender's modus operandi.
- c. to collate intelligence on criminal activity within the area of the BCRP's operation.
- d. to contribute evidence to legal proceedings against offenders where appropriate.
- e. to detect and prevent crime and anti-social behaviour.

71. The processing benefits:
- a. businesses in the day-time and night-time economies that are better prepared to address issues of crime and anti-social behaviour and to deter repeat offenders.
  - b. Members of the public who are made safer by the reduction in crime and anti-social behaviour.
  - c. the offenders themselves who often cease to offend upon receipt of a warning letter [a study by Gloucester University found that 76% of offenders in receipt of a BCRP warning letter do not reoffend <sup>5</sup>].
  - d. law-enforcement agencies that gain additional intelligence from Member businesses and resources from the BCRP and a platform to deliver advice and guidance.
72. Business Crime Reduction Partnerships are now commonplace with over 250 operating in the UK<sup>6</sup>. They are highly valued by businesses and law-enforcement agencies and are recognised nationally. In 2018, the National Business Crime Centre devised a common accreditation scheme for BCRPs under the auspices of Secured By Design. In addition the National Association of Business Crime Partnerships [NABCP] is an umbrella body recognised by the Home Office.
73. The principle purpose of processing personal data is the administration of an exclusion notice scheme and the deterrence of crime and anti-social behaviour. The BCRP processes hundreds of Member reports every year. If this was prevented the scheme could not operate and there would be neither an intelligence gathering resource for persistent offenders nor any mechanism for coordinating their exclusion from multiple business premises. Individual premises could issue individual exclusions but the effect of exclusion would be severely diluted. In addition, there would be no mechanism for informing business owners and security personnel about offenders who are likely to commit crimes in their premises or the modus operandi of prolific offenders to inform in-store improvements in security systems.
74. The BCRP is registered with the information commissioner<sup>7</sup> and complies with the Data Protection Act 2018 and is a Member of the NABCP. A Data protection Impact Assessment as required by Article 35(1) has been completed and is included in this documentation at paragraph 102. The BCRP's actions also take into account Section 6 of the Crime & Disorder Act 1998 and Article 8 of the European Convention on Human Rights.

### **Necessity**

75. Brighton & Hove is the most dangerous city in East Sussex, and is among the top 5 most dangerous overall out of East Sussex's 109 towns, villages, and cities. The overall crime rate in Brighton & Hove in 2020 was 97 crimes per 1,000 people; 30% higher than the East Sussex rate of 68 per 1,000 residents. For England, Wales, and Northern Ireland as a whole, Brighton & Hove is among the top 20 most dangerous cities<sup>8</sup>.
76. In addition, Sussex Police recorded 483 reports of violence against shop staff in the year to the end of March 2021 [32% increase from the same period in 2020] and such offences are believed to be

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<sup>5</sup> Business Crime Reduction Schemes: An examination of operation, management and best practice. Univ of Gloucester. 2019

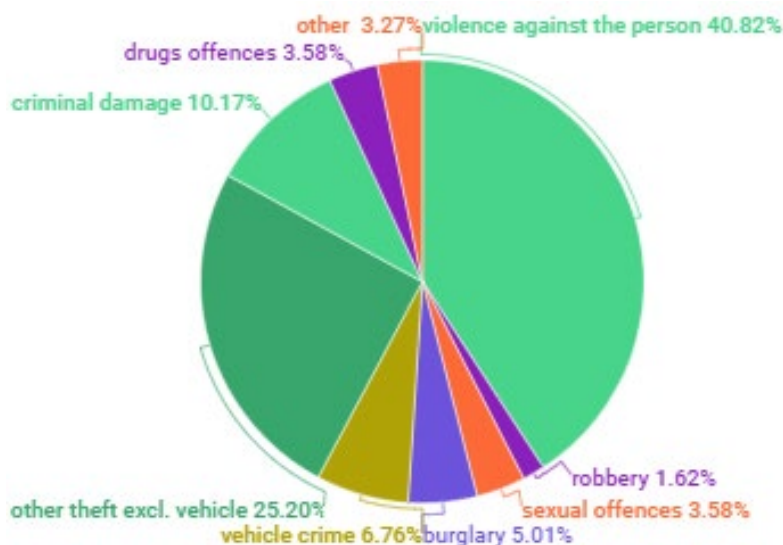
<sup>6</sup> National Association of Business Crime Partnerships 2020

<sup>7</sup> Registration number Z2184376

<sup>8</sup> CrimeRate.co.uk

under-reported to the police. Indeed, many surveys of retail crime rely on information about *reported* crimes and cannot take into account unreported crime so the problem is likely to be larger than portrayed. The need to address issues of crime and disorder is evident from the figures above. The Gloucester University study demonstrated the success of BCRPs in reducing offending with 76% of offenders in receipt of a BCRP warning letter ceasing to reoffend.

77. The retail and leisure areas of the city are the geographical centre for much of the city’s crime and disorder. The table below shows total crime breakdown for the city in 2021/22.



78. The financial impact of crime is significant. Crime is costing retailers increasing amounts of money every year, amounting to a total of £2.2 billion in the UK alone. This amount includes money directly lost through crime along with what retailers are spending on loss prevention in 2020.<sup>9</sup> Estimated costs of crime have been provided by the Home Office<sup>10</sup> and cover, for example, physical/emotional harm, lost output, value of property stolen/damaged, and the cost of health, police and other public services in response to crime. Estimated average costs of each crime that takes place include:

- £14,100 for a violent crime with injury/£5,900 without injury;
- £5,900 for a domestic burglary;
- £1,400 for other criminal damage;
- £39,400 for rape and £6,500 for other sexual offences.

79. Tackling anti-social behaviour is a principal activity of the BCRP and it is also a priority theme of the city’s Community Safety & Crime Reduction Strategy 2020-2023. The paragraphs above demonstrate at the macro level the need to process data to address issues of crime and disorder. On a micro level the need to process and share data is to enforce the exclusion notice scheme and assist Members to address issues of crime and disorder. The processed data will not be used for any other purpose.

80. The processing of personal data of alleged offenders without their consent is proportionate as outlined in Article 6(1f) of GDPR and Schedule 1, Part 2, 10(a) of DPA18 which allows the processing

<sup>9</sup> Centre for Retail Research

<sup>10</sup> The economic and social costs of crime, Home Office, 2018

of personal data for the prevention and detection of unlawful acts.

81. The proportionality is further supported because the issue being addressed is large [crime and anti-social behaviour in the city] but the degree of data processing is limited and the sharing of personal data is even more limited. Members are only able to access four personal data elements:
- a. Name of the offender.
  - b. Photographic image [not biometric].
  - c. Date of birth.
  - d. A brief description of the alleged offence(s) against BCRP Members for which the offender is known and conditions applied by a court if appropriate.
  - e. Conditions and restrictions imposed on a data subject by the court.

### Consideration of possible alternatives to processing data

82. The table at paragraph 25 shows the full range of data that is processed and with whom it will be shared. Extra care is given to avoid processing sensitive personal data. It is the opinion of the BCRP that the very minimum of data is processed to achieve the objectives of the scheme and there would be no other way to achieve the same end by other means or by processing less data. An exploration of this alternatives is shown below:

Current Processing	Possible Alternative	Conclusion
Incident reports of alleged offences against Members.	Do not ask Members to report incidents to the BCRP.	There would be no basis to operate the exclusion notice scheme and warning letters would not be issued and our Members would be disadvantaged. There would be one less mechanism to reduce offending and reoffending. There would be less intelligence available to the police to assist with strategic decisions on the allocation of resources.
Photograph of offender.	Do not process or share this data.	It would be impossible for Members to accurately identify offenders which may lead to mistaken identity or offenders continuing to offend in Member venues.  <i>"An exclusion scheme of the type operated by the BCRP in the public interest would patently be unworkable without an image enabling the excluded person to be identified."</i> <b>Lady Justice Andrews. Court of Appeal: Case No: C1/2019/2622 &amp; C1/2019/2623 17.12.20</b>
Date of birth of offender.	Do not process or share this data.	It would be more difficult to accurately identify offenders and/or to submit reports to the police. Licensed night-time venues often require proof of DOB for entry to their premises.
Name of offender.	Do not process or share this data.	It would be difficult to accurately submit reports about offenders.

Alleged offences against Members for which the offender is known.	Do not process or share this data.	Members need to know the broad types of offence they may encounter when an offender is in their venue e.g. theft, fraud etc. This may also be important to assess risk when they request that the offender leave their venue e.g. if the offender is known for violence.
Data is retained for the duration of the exclusion notice period [12 months].	Delete data immediately when an exclusion notice is issued.	Data can only be accessible to Members for between 13 weeks and 12 months unless further intelligence about criminal activity or anti-social behaviour by the individual concerned is submitted to the BCRP, or the individual is already subject to an exclusion notice.  Upon exclusion data may be required for the appeal process which can occur any time during the exclusion term. Data may also be required if further reports of offences are received during the exclusion term.

### Balancing Test

83. No sensitive personal data is processed or shared with Members. A photograph taken with a camera and not subject to any specific technical processing is processed, which some sources<sup>11</sup> consider to be biometric data. This is disputed but, in any event, no other biometric data is processed.
84. Data about criminal offences is not held in a ‘comprehensive register’ and is permitted under Schedule 1 of the DPA18 – preventing or detecting unlawful acts and protecting the public against dishonesty. Data are limited to:
- a. bail conditions.
  - b. conditions imposed by Community Protection Notices.
  - c. Criminal Behaviour Orders.
  - d. alleged offences committed directly against our Members.
85. Individuals are likely to consider this information private, especially data listed in paragraph 76 above [criminal offences]. However, court bail conditions, CPNs and CBO’s are issued in open court and consequently could be in the public domain. In addition, Members of the BCRP do not receive the information as ‘members of the public’ but in a private capacity, subject to contractual and other constraints limiting its use and precluding it from coming into public circulation.<sup>12</sup>
86. Apart from issuing a warning letter which also informs individuals about the data that the BCRP holds [via a privacy statement and the possibility of an exclusion notice being served], the BCRP has no direct relationship with the individual. It is made clear, however, that there is an opportunity to appeal against the process and the BCRP informs the individual how they can complain to the ICO.

<sup>11</sup> Justice Lieven in Judicial Review of M v Chief Constable of Sussex Police 2019

<sup>12</sup> A view supported in the Appeal against M v Chief Constable of Sussex Police

87. Reported incidents which may contain personal data are subjected to the confidence test and are processed within three working days or irrevocably destroyed if they fail the test. The warning letter/privacy statement is also sent within five working days and it ensures that the individual knows exactly what information we hold, what we intend to do with it, how long it will be kept and with whom we will share it. It also offers the individual to opportunity to avoid further action by ceasing to offend. The warning letter has a reading age of 10 and is intended to be understandable by any age group.
88. Once processed data is only shared with organisations to whom it is relevant and the minimal amount of data is shared to fulfil the purposes set out in this documentation.

### **Impact of processing**

89. The processing of personal data will only impact the individual directly if they reach the threshold for being raised to Members or exclusion. In the event of being excluded some of their personal freedom will be removed in that they will be banned from entering some business premises but limited only to BCRP Members' premises. In the totality of the entire city this is a very small number and the curtailment of their freedom is considered to be slight.
90. Some people may find this data processing by the BCRP intrusive but it is proposed that an individual engaged in criminal activity in a business premises would expect to surrender a small amount of personal data upon discovery and detention by security personnel or the police e.g. name, address, date of birth. In addition, it is increasingly normal for their image to be captured on CCTV or other recording devices. In this sense they should not be surprised by the processing of their data brought about by virtue of their offending. Their rights under Article 21 are not affected.
91. The entire procedure of data processing is freely available on the BCRP's public facing website and details are available to anyone who enquires by phone or email. The website also has a Frequently Asked Questions page devoted to exclusion notices and a separate page for data protection with answers provided in 'bite-size' question & answer format as recommended by the ICO.

### **Safeguards**

92. The individual is not in a position to control their personal data but its dissemination is limited in scope and distribution and the following safeguards will be employed to protect their rights:
  - a. The preferred position is not to exclude individuals in which case their data need not be processed.
  - b. Only BCRP staff vetted to NNPV Level 2 will be allowed to process data on the restricted database.
  - c. The number of BCRP staff with access to reports from Members will be strictly limited to those responsible for data processing.
  - d. The application of the confidence test will ensure accuracy and fairness.
  - e. The application of a points-based threshold for warning letters and exclusion notices and data sharing with Members will ensure fairness. The allocation of points allocated upon receipt of an incident report will be checked again when/if an exclusion notice is issued. Any discrepancy in assessment and allocation will be referred to the Board of Management.
  - f. The data subject will be informed of any data processing, and the appeal mechanism, within five working days of receipt of data from any source.



- g. The minimum amount of data will be shared with Members on the open database.
- h. Content on the open database will be segregated to ensure that it is only available to those Members with a legitimate interest to access it. For example, offenders in the night time economy will be separate from those in the day-time economy and access to each will be regulated and restricted to appropriate Members on a need-to-know basis.
- i. Sharing of data with Members will be subject to a strict data integrity agreement with sanctions in place to identify and punish any breach.
- j. Members with access to the open database are reviewed every 13 weeks and those who have not logged on during that period are deleted.
- k. A mechanism is in place [security seeding] to identify the individual Member responsible for any breach.
- l. Members will not be granted automatic access to the database holding personal data and checks will be put in place to verify the identity of applicants and their bona fides as BCRP Members with a need-to-know.
- m. Members with access to the open BCRP database are required to re-certify acceptance of the data integrity agreement every 13 weeks.
- n. Children's data processing is governed by a separate policy outlined below.

### **Children's data processing**

93. The General Data Protection Regulation [GDPR] does not ban an organisation from relying on legitimate interests as a lawful basis for processing children's personal data. However, the GDPR places particular emphasis on the need to protect the interests and fundamental freedoms of data subjects when they are children.

*'Processing will be lawful if it is necessary for the purposes of the legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of Personal Data, in particular where the data subject is a child.'*<sup>13</sup>

94. For children's data, the lawful basis for processing is legitimate interests and substantial public interest. The purpose of processing is only partly to protect our Members' legitimate interests. It is also, and more importantly, to safeguard children who may be vulnerable and susceptible to criminal or sexual exploitation. We recognise The Children Act 1989 and the Children Act 2004 and believe that children and young people should never experience abuse of any kind and that everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to protect them from harm. In addition, some children will be especially vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues and extra safeguards may be needed to keep these children safe.
95. There is no single definition of 'safeguarding' but the BCRP adopts the NSPCC definition being:
- a. protecting children from abuse and maltreatment
  - b. preventing harm to children's health or development
  - c. ensuring children grow up with the provision of safe and effective care
  - d. taking action to enable all children and young people to have the best outcomes.

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<sup>13</sup> Article 6 (1)(f)

e. identifying risk in order to prevent harm

96. The BCRP recognises Recital 38 which states that children require specific protection with regard to their personal data because they may be less aware of the risks and consequences of the processing, the safeguards that could be put in place to guard against these, and the rights they have. It also recognises Article 21 giving the right of the individual [or in the case of children the parent or guardian] to object to said data processing and for this reason *both* the child *and* the parent/guardian are informed of the processing within five working days of receipt of data.
97. Children are identified as “vulnerable individuals” and deserving of “specific protection” but, while UK derogations allow the processing of such data for the purposes of the prevention of crime and disorder, the definition of the age beneath which a person is considered to be a child is a confusing picture.
98. The United Nations Convention on the Rights of the Child requires countries to set a minimum age “below which children shall be presumed not to have the capacity to infringe penal law”. However, the convention does not actually indicate what age level should be set as a minimum. But, when fixing a minimum age, it draws attention to the commentary on the United Nation’s Beijing Rules which state that: “The modern approach would be to consider whether a child can live up to the moral and psychological components of criminal responsibility; that is, whether a child ... can be held responsible for essentially antisocial behaviour.”
99. Developmental psychologist Lawrence Kohlberg postulated that between the ages of 10 to 12 children learn “ideal reciprocity,” which is the idea of fairness and ‘right from wrong’; they can see things from another viewpoint and realize how some rules are concrete.
100. The age at which a child could not be held criminally responsible is encapsulated in the Latin term *doli incapax* which has been interpreted to mean 'incapacity of committing an offence'.
101. Until 1998, the legal presumption (*doli incapax*) was that children aged under 14 did not know the difference between right and wrong and were therefore incapable of committing an offence. However, in response to the outcry over the Jamie Bulger murder, the *doli incapax* presumption was abolished by section 34 of the Crime and Disorder Act 1998 and is no longer in operation; in England & Wales 10 years of age is the lower threshold of criminal culpability.
102. This leaves England and Wales with one of the lowest age levels of criminal responsibility in the world and subject to ongoing criticism by the international community. Even England’s closest neighbours, Scotland and Ireland have a limit of 12 years of age.
103. In 1995 the UN Child Rights Committee (UNCRC) presented its first report on the UK’s compliance with the international child rights standards that the country had signed in 1989. It included a recommendation that a threshold below the age of 12 is not internationally acceptable, and that 14-16 years would be more in line with UNCRC Article 40 which specifies that States should deal with children in conflict with the law without resorting to judicial proceedings.

104. In an interview with the Times in March 2010 the Children’s Commissioner Maggie Atkinson called for the age of criminal responsibility to be raised to 12 saying: “The age of criminal responsibility in this country is ten – that’s too low. In some European countries it is 14”. This is a view that is supported by the Children’s Commissioner for Scotland who has stated publicly that Scotland should work incrementally towards a minimum age of criminal responsibility of 14 or even 16 years.
105. It is the belief of the BCRP that the age of 10, or even 12, is too young to fully understand criminal culpability. A recent survey of 90 countries found that the most common age [adopted by around a quarter of the sample] is 14 years.
106. There is some evidence that the English courts consider a child of 14 to be old enough to accept the consequences of their actions:
- a. In November 2021 a 14-year-old was jailed for at least 16 years for the murder of Keon Lincoln in Birmingham.
  - b. The two children found guilty of the fatal stabbing of Oliver Stephens in Reading in January 2021 were aged 13 and 14. They were both sentenced to 13 years in a young offender institution. An accomplice, who lured Stephens to the scene but did not participate in his murder, was also 14 years of age and was sentenced to 12 years.
  - c. The case of a 14 year old Darlington schoolboy, who was not identified in court, found guilty of terrorism offences under section 58 of the Terrorism Act (2000) in January 2022.
  - d. Craig Mulligan was sentenced to a minimum of 15 years in jail in June 2022 for the murder of Logan Mwangi. Mulligan was 13 at the time of the offence and 14 when sentenced.
107. Taking into account the age-appropriate rights and freedoms of the child so that their freedom to learn, develop and explore is only restricted when this is proportionate the BCRP will adopt the age as proposed pre-1998 as the minimum beneath which a child may not be fully aware of right and wrong and the consequences of their actions. Fourteen years of age will be the threshold beneath which we will not process personal data for the purposes of crime prevention and the administration of our Exclusion Notice Scheme. However, personal data from children below the age of 14 may be processed for the purposes of safeguarding and will be passed on to the appropriate statutory authorities.

### **Safeguards to children’s data processing**

108. The BCRP will be cognisant of the impact that data sharing/exclusion could have of the child’s public image as they grow older. The following additional safeguards will be adopted to protect the rights of children between the age of 14 and 17:
- a. No child under the age of 14 will be excluded. The default position for children over the age of 14 is not to exclude them but rather divert them to other options which would result in their data not being shared with BCRP Members at all. Where appropriate the child will be offered a restorative justice session.
  - b. A designated safeguarding officer with DBS Enhanced vetting and NPPV Level 2 and trained to Level 3 Designated Safeguarding Lead will be appointed to oversee data processing for children between the ages of 14 and 18.
  - c. No data will be shared with Members for children under the age of 14 but in the interests of safeguarding under Working Together to Safeguard Children 2018 guidance

any information received will be passed on to the appropriate authorities and then deleted.

- d. The BCRP will adopt a Youth Early Intervention Plan to address the sharing of information with appropriate statutory agencies [see appendix 3]
- e. Wherever possible police custody images will not be used when children are raised to avoid any unconscious association with criminality on the part of our Members.
- f. The child *and* the parent/guardian will be informed of any data processing and the appeal mechanism within five working days of receipt of data from any source.
- g. As required by Recital 39 any information given to children will be easily accessible and easy to understand, using simple, clear and plain language.
- h. There will be no automatic exclusion upon reaching the threshold. The decision to issue an exclusion notice will be subject to a meeting of the Board of Management consisting of a minimum of 3 people one of whom must be the BCRP Chair or the Crime Manager and one of whom must have safeguarding training to ensure that there is adequate consideration and accountability for the decision-making process.
- i. The appropriate public authorities will be asked to comment on the impact of any proposed exclusion on the child's broader welfare.
- j. The sharing of data with Members is controlled by a strict data integrity agreement and if the agreement is breached procedures are in place to identify the guilty party [security seeding] and act accordingly with sanctions available.
- k. Children's data will only be retained for 6 months [normally 12] to comply with DPA 2018, Part2, Chapter 2, Section 42, 5(b).
- l. Brighton & Hove Business Forum is a member of the Safeguarding and Child Protection Association [SACPA].

### **Decision**

109. The BCRP processes personal data under the lawful basis of legitimate interest under GDPR Article 6 (1) (f).
110. The justification for the decision is that the interests of our Members outweigh any impact on individuals and the BCRP employs sufficient safeguards to protect the interests of data subjects both adults and children. This decision requires an assessment of the impact of data processing on data subjects.

### **Data Protection Impact Assessment [DPIA]**

#### The project including its purpose and what it entails.

111. The Brighton & Hove Business Crime Reduction Partnership ("BCRP") is a not-for-profit, membership initiative that started operating in 1999. The aim of the scheme is to reduce crime, including violence against our Members, and anti-social behaviour in or near our Members' venues. There are over 300 BCRPs across the UK.
112. The BCRP liaises with:
  - a. retailers in the city,
  - b. other Business Crime Reduction Partnerships in Sussex,
  - c. the Brighton Business Improvement District [BID],
  - d. registered charities involved in the care of vulnerable individuals and/or crime reduction,
  - e. local schools and

f. Sussex Police.

113. Under the control of a data sharing agreement[s], the BCRP gathers information on offenders and suspected offenders from its Members, other interested third-parties and Sussex Police. It stores this data in a secure intelligence platform [DISC by Littoralis] and, to prevent crime, it operates and Exclusion Notice scheme banning persistent offenders from our Members' premises. The BCRP shares strictly limited data with its Members. The BCRP collects information from their Members and the Sussex Police about individuals who:
- a. have committed criminal offences or attempted to commit offences against a Member or their employees
  - b. are suspected of committing criminal offences against a Member or their employees
  - c. have exhibited anti-social behaviour, within or near a Member's venue or property.
114. The information collected contains Personal Data. Once received it is subjected to a confidence test and, if it passes the test, restricted elements of the data are shared with other Members and Sussex Police. Further details on the confidence test are set out in this document at paragraph 10. Data processing is also subject to the application of the JAPAN test to ensure it is necessary, fair and lawful to process. Member access to DISC is restricted and data is security seeded so that any breaches can be traced back to an individual Member. Further details on sharing of the data are set out in this document at paragraph 24.

The Purpose

115. The purpose of the processing is to support the:
- a. detection and prevention of crime including violence and threats of violence
  - b. apprehension and prosecution of offenders
  - c. detection and prevention of anti-social behaviour and identifying the modus operandum of known offenders.
  - d. deterring repeat offending by a variety of means

What needs to be achieved and why?

116. The BCRP strives to reduce criminal activity within the day-time and night-time economies of the city and create a safer environment for people who live, work and visit Brighton & Hove. It also seeks to work with offenders, especially juveniles, to deter them from repeat offending via its *Putting it Right* sessions. An independent study by the University of Gloucester found that 78% of offenders in receipt of a BCRP warning letter [a Privacy Statement informing offenders of offences that have been reported to the BCRP] did not reoffend. Pound for pound, this is probably one of the most cost-effective crime reduction methods in existence; at the time of writing, a first-class stamp cost £1.10.

The intended outcome for individuals

117. For Members of the scheme and other interested parties the intended outcome is:
- a. Enhanced safety for their employees and their customers.
  - b. Sussex Police can identify and apprehend offenders who are a threat to Members and consumers
  - c. The criminal justice system can process offenders appropriately and fairly as BCRP assists in collecting vital evidence of alleged offences
118. For offenders the intended outcome is;
- a. For juveniles, to avoid entering the criminal justice system
  - b. For adult offenders, to cease offending and become responsible members of society

### The expected benefits

119. Third parties that benefit from BCRP's work include:
- a. Sussex Police and other law enforcement agencies
  - b. Local authority youth offending services
  - c. BCRP Members
  - d. The general public
  - e. Offenders and suspected offenders

#### **Benefits to the Sussex Police and Other Enforcement Agencies**

120. The Crime and Disorder Act 1998 places a responsibility on Sussex Police to work in partnership with other agencies, organisations and individuals to reduce crime and anti-social behaviour and the reduce the fear of crime in the community. The work of the BCRP helps Sussex Police to:
- a. Reduce crime in the city of Brighton & Hove.
  - b. Improve opportunities for the apprehension and prosecution of offenders.
  - c. Develop productive relationships with the local business community.
  - d. Enhance Sussex Police productivity by identifying those offenders committing the most harm and by capturing crime data that may not be reported to them directly.

#### **Benefits to BCRP Members**

121. BCRP Members will benefit from BCRP' work by:
- a. Being alerted to persistent offenders who may already be subject to an exclusion notice or other court mandated sanctions and thus will be able to identify incidents where Sussex Police may be best suited to deal with them thus avoiding placing employees at risk.
  - b. A reduction in crime and anti-social behaviour in and around their venues.
  - c. A reduction in the fear of crime in the city, especially in the night-time economy.
  - d. Improved general safety of their employees both in the workplace and on the streets.
  - e. Reduced stock losses for retailers.

#### **Benefits for society**

122. Local communities benefit from:
- a. safer environments free from the fear of crime in which to live, work and shop.
  - b. This may encourage more shoppers to the areas and thereby stimulate greater economic growth.

### Data collection, processing and sharing

123. Full details of the data that is [and is not] processed and shared [and not shared] can be found in this document at paragraph 24.

### Information Security

124. The BCRP takes security of personal data very seriously and complies with the GDPR integrity and confidentiality principle by maintaining procedures that:
- a. Identify assets that impact personal data
  - b. Map data flows of personal data.
  - c. Risk-assess assets and data flows.
  - d. Identify owners of assets, risks and data.
  - e. Control the disposal of personal data and effectively manage joiners and leavers both within the organisation and the membership.
  - f. Manage the transfer and sharing of personal data.
  - g. Seek and record assurance[s] from its third-party partners.
  - h. Employ data sharing agreements [DSAs] so that all parties have a common understanding of the use and protection of personal data.

- i. Employ procedures for managing information security incidents and reporting them to the ICO when required.
- j. Establish clear roles and responsibilities for all staff
- k. Provide staff with training and supervision, so that they can confidently handle personal information and systems that process it.
- l. Use third-party processors that are ISO27001 accredited
- m. Ensure that any new suppliers are subject to a due diligence procedure to ensure that they will implement appropriate security measures and safeguards and will adhere to data protection legislation with an appropriate DSA in place.

#### Technical and organisational controls

125. The BCRP has the following separate policies:

- a. Personal Data Processing Documentation [Offenders]
- b. Personal Data Processing Documentation [Members]
- c. Information Management Policy
- d. Cyber Security Policy
- e. Password Management Policy
- f. Disposal of IT Equipment Policy
- g. Data Breach Management Policy

126. In addition to the above the following have been consulted in the preparation of the BCRP's Personal Data Processing Documentation to identify and address data protection risks:

- a. The BCRP Crime Manager
- b. Sussex Police Data Protection Officer
- c. BCRP Data Protection Officer
- d. BCRP Day-time Intelligence Manager
- e. BCRP Night-time Intelligence Manager

#### Criminal Offence Data

127. The BCRP acknowledges Article 10 of the UK GDPR which states that a comprehensive register of convictions can only be kept under the control of an official authority and that any such register kept by any other person or body is unlawful. The BCRP also recognises Section 11(2) of the DPA 2018 which states that criminal offence data includes data which relates to the *alleged* commission of offences, related proceedings and sentencing. The BCRP has carefully considered the provisions of Article 10 and Section 11(2) together with the guidance issued by the ICO, and concludes that:

- a. The BCRP does keep a limited register of some criminal convictions but only those directly related to its Members and, in any event, these are not shared with its Members.
- b. The BCRP may process and share details of court-mandated sanctions and/or restrictions placed on an individual as part of the criminal justice process e.g. CBO sanctions but only if they are likely to affect our Members interests.
- c. According to ICO guidance, the BCRP's register of offences against our Members will fall under the definition of 'criminal offence data' which includes "suspicions and allegations of criminal behaviour" and "unproven allegations" about offenders or "suspected offenders" and will therefore be subject to the restrictions of Article 10. In addition, Recital 75 to the UK GDPR explains that this type of personal data merits specific protection.
- d. The data the BCRP processes does not constitute a *comprehensive* register of any individual's criminal offences – only offences and alleged offences against its Members.
- e. The interests of society at large and the need to protect the public from criminal activity mean that the use of criminal offence data in this context is justified despite

the potential impact on individual rights. Unlike special category data, the requirement to explicitly demonstrate that the processing is necessary for reasons of 'substantial public interest' does not apply to criminal offence data; notwithstanding this, the BCRP concludes that it needs to have an Appropriate Policy Document in place to cover the processing of criminal offence data and the document is shown below.

**Appropriate Policy Document for the Processing of Criminal Offence data**

**128. Description of data processed**

- a. Court mandated sanctions & restrictions associated with CBSs, CPNs and bail conditions if relevant to our Members' interests
- b. Alleged offences reported by our Members if relevant to our Members' interests including:

<b>Aggressive behaviour or verbal abuse</b>
<b>Anti-social behaviour</b>
<b>Attempted theft</b>
<b>Begging</b>
<b>Breach of Section 35 Notice</b>
<b>Criminal Damage</b>
<b>Fraud</b>
<b>Drunk &amp; disorderly conduct</b>
<b>Theft</b>
<b>Suspected Possession of Drugs and/or possession of drugs with intent to supply</b>
<b>Possession of stolen goods</b>
<b>Indecent Exposure</b>
<b>Racist or homophobic abuse</b>
<b>Breach of a CBO</b>
<b>Common Assault</b>
<b>Going Equipped for Theft or Burglary</b>
<b>Threat to cause harm &amp; threatening behaviour</b>
<b>Theft from Person</b>
<b>Upskirting or attempted upskirting</b>
<b>Sexual Assault</b>
<b>Burglary [other than domestic]</b>
<b>Possession of an offensive weapon</b>
<b>Robbery</b>
<b>ABH</b>



Breach of CPN or any court mandated sanction [if relevant to our Members' interests]
Breach of an injunction [if relevant to our Members' interests]
GBH
Aggravated burglary otd

### Schedule 1 conditions

129. The conditions from Schedule 1 (paragraphs 1 to 37) of the DPA18 that the BCRP relies upon to justify processing criminal offence data are:

- a. [10] Preventing or detecting unlawful acts [and the disclosure of personal data to a competent authority]
- b. [11] Protecting the public from dishonesty, malpractice and other seriously improper conduct [for reasons of substantial public interest]
- c. [18] Safeguarding children and individuals at risk [protecting individuals from neglect or physical, mental or emotional harm].

### Procedures for ensuring compliance

#### 130. Accountability

- a. The BCRP maintains appropriate and comprehensive documentation of our processing activities
- b. The BCRP has appropriate data protection policies in place
- c. The BCRP prepares data protection impact assessments (DPIA) for the processing of personal data that are likely to result in high risk to an individuals' interests

#### 131. Lawfulness, fairness and transparency

- a. The lawful basis for processing personal data is the legitimate interest of BCRP Members. The condition that the BCRP relies upon for processing criminal offence data from within Schedule 1 is:
- b. the prevention or detection of unlawful acts as set out within paragraph Data Protection Act 201810 of Schedule 1 Part 2 of the DPA 2018.
- c. Protecting the public from dishonesty
- d. Safeguarding children and vulnerable adults

132. In accordance with Article 14 appropriate privacy information is made available directly to data subjects in written form within 5 days of the commencement of processing and usually it is posted to a known address on the same day as processing starts. In 2022 the BCRP posted over 350 privacy notices to offenders. In the rare occasion where an address or other contact details are not available, a privacy notice is available on the BCRP's public facing website and the FAQs page has a section devoted to Data Protection.

133. In the interests of transparency, the privacy notice is written in simple language [with a reading age of 10] and includes details of the data we hold, its source, what it will be used for, who we will share it with, how long it will be retained and details of an internal complaints procedure. It also includes a link to the ICO complaints procedure.

#### 134. Purpose limitation

- a. The privacy notice identifies the legal basis of processing and makes the purpose of data processing clear and unambiguous. The FAQs section of the public-facing website includes sections of data privacy and the exclusion notice scheme in a bite-size, question-and-answer format.

- b. The BCRP has been operating since 1999 and in that time data has never used for any new purposes.

*135. Data minimisation*

- a. The BCRP only collects criminal offence data that it actually needs for its specified purposes. The BCRP only collects the amount of personal data that is required in order to identify an alleged offender together with the information of the alleged offence[s] or anti-social behaviour to be able to allocate points related to the offence for the purposes of issuing an exclusion notice or a warning letter.
- b. The list of criminal offence data is reviewed annually in the light of changes in legislation to ensure it is still fit for purpose. The accompanying points-based system is based on criminal sentencing guidelines which also require regular review.

*136. Accuracy*

- a. Criminal offence data is subject to a confidence test prior to processing [see paragraph 10 of this documents]. If it fails the confidence test the data is destroyed. The confidence test includes the identification of the source of the data and, if processing takes place, this is recorded in the BCRP's secure intelligence platform [DISC].
- b. The privacy statement gives details of an internal appeal procedure that data subjects can employ if they feel that the data we hold are inaccurate. The FAQ section of the public-facing website has sections on data protection and the exclusion notice scheme.

*137. Retention limitation*

- a. All data, including criminal offence data, are subject to strict retention policies detailed in this document at paragraph 32. The deletion of data at the end of the retention period is automatically built into the software of the BCRP's intelligence platform[s] unless it is manually over-ridden.
- b. Data is not retained for public interest archiving, scientific or historical research, or statistical purposes

*138. Security of data*

The BCRP has a variety of policies in place to ensure security of data including

- a. Information Management Policy
- b. Cyber Security Policy
- c. Password Management Policy
- d. Disposal of IT Equipment Policy

139. In addition to the above processing occurs within an online 'secure environment'. The system is ISO27001 accredited and aligns with the principles of 'Data Protection by Design and Default' as defined in the latest version of the processor's *Information Security and Management Policy*. Secure platform[s] have access controls, member certification, re-certification and monitoring, separation of roles, data encryption, password re-set requirements, two-factor authentication, auto-logout and access audit trails.

*Review*

140. The Personal Data Processing Documentation (Offenders) and this DPIA are reviewed at least annually.

141. Data Protection Impact Risk Assessment

Data Protection Issue	What is the Risk?	Mitigation Measures	Conclusion
<p><b><u>Purpose Specification</u></b></p> <p>Is the data to be collected going to be used only for a specified purpose?</p> <p>Will the data collected be used for anything other than the specified purpose?</p>	<p>The data could be used for purposes other than protecting the interests of our Members.</p> <p>Once shared with Members the data could be used maliciously to embarrass or harass data subjects.</p>	<p>Data processed is the minimum required to allocate points to determine if exclusion is justified. Data shared with Members is the minimum required to enforce the exclusion notice scheme and afford them protection through knowledge of offenders MO and threat level.</p> <p>Data sharing with Members is subject to a strict data integrity agreement to which Members must re-certify every 13 weeks.</p> <p>Measures are in place to identify the source of any breached data [offender photographs are security seeded with a unique code for each Member].</p> <p>Members do not receive automatic access to data. Measures are in place to verify an applicant's bona fides before they are given access.</p> <p>Sanctions are in place to punish any deliberate breach.</p> <p>Data is retained only for as long as it is required to fulfil the purpose of the exclusion notice scheme.</p>	<p><b>Risk sufficiently mitigated</b></p> <p>There are safeguards in place to prevent data being used for any other purpose.</p>
<p><b><u>Information quality and accuracy</u></b></p> <p>What processes are in place for ensuring information quality i.e. that the information is relevant, reliable, accurate, actionable?</p>	<p>Second or third hand data or hearsay could be processed and used to issue an exclusion notice.</p>	<p>The confidence test applied to all reports from Members will not allow inaccurate or doubtful data to be processed.</p>	<p><b>Risk sufficiently mitigated</b></p> <p>Only data from a known source and of proven</p>

<p>Is there a policy or procedure in place to correct data that has already been shared with partners, or to notify partners about updates?</p>	<p>Incorrect information could be available to partners after it has been found to be inaccurate.</p> <p>Poor quality information may lead to inappropriate decisions that have a negative impact on the individuals concerned.</p>	<p>Information is centrally controlled by the database administrators. When deleted or corrected old versions are automatically deleted.</p> <p>DSA's in place with charities or public bodies require the correction of inaccurate data</p> <p>An internal appeal procedure and data subject's rights to rectification and/or removal of their personal data are included in the BCRP's warning letter [privacy statement] and in the FAQ section of the public-facing website.</p>	<p>accuracy will be processed.</p>
<p><b><u>Legal basis for data processing data</u></b> <b>Legitimate interest</b></p> <p>Are individuals able to appreciate the most likely consequences (including negative) of their data being collected?</p>	<p>Individuals may not know that their data is being processed or the consequences of the processing [sharing, exclusions etc] at the time of processing.</p> <p>Individuals may not understand the nature of the processing even when informed.</p>	<p>Individuals are informed about the data being processed via a 'warning letter' which is also a privacy notice within five working days of receipt of their data. This is normally posted to the data subject on the same day as processing.</p> <p>As required by Recital 39 the warning letter [privacy notices] is simple to understand have a reading age of 10 years. The BCRP website has a FAQ section devoted to exclusion notices and another devoted to data protection offering a layered approach of 'bite sized' answers to common questions.</p>	<p><b>Risk not fully mitigated but accepted.</b></p> <p>Individuals will probably object to their data being processed.</p>
<p>Does the processing involve complex technologies?</p>	<p>Data may be lost or intercepted before or during processing.</p>	<p>Data processing employs end-to-end encryption. Email communication including personal data is sent via CJSMB accounts or Tresorit [certified to Evaluation Assurance Level 4 with augmentation (EAL4+)].</p>	<p><b>Risk sufficiently mitigated</b></p>
<p>How do individuals object to their information to be processed?</p>	<p>Individuals may be wrongly identified and their data processed without legitimacy.</p>	<p>The warning letter [privacy statement] includes details of an internal appeal procedure and the ICO's complaints procedure.</p>	<p><b>Risk sufficiently mitigated</b></p>

Is the individual explicitly informed about how their information can be used or shared with other agencies?	Individuals may be shocked or upset that their data is being shared with Members and other agencies.	The individual is informed about data sharing in the privacy notice and the number of agencies with which data can be shared is strictly on a need-to-know basis and subject to a data sharing agreement.	
Is there an alternative legal basis for processing?		It is not possible to obtain informed consent or process personal data on an alternative legal basis.	<b>Risk not fully mitigated but accepted.</b>
Are individuals provided with the possibility to access and correct their personal information?	Some individuals may complain about how difficult it is to understand the nature of the processing and, if necessary, amend (or delete) their personal data.	Warning letters [privacy statements] detail the data we process and they have a reading age of 10 years and are simple to understand. The BCRP website has a FAQ section devoted to exclusion notices and another devoted to data protection offering a layered approach of 'bite sized' answers to common questions.	<b>Risk sufficiently mitigated</b>  All steps are taken to inform the data subject in writing of the nature of the data we are processing in a straightforward and timely manner.
Will processing and sharing result in unwarranted harm/distress to the individual?	Processing and sharing may result in unwarranted harm to the data subject.	It will not result in unwarranted harm. Using the Oxford English Dictionary definition of 'unwarranted' [lacking a good reason; unnecessary] it will not result in unwarranted distress although it may result in some distress because it restricts the individual's liberty to enter some retail premises.	<b>Risk not fully mitigated but accepted.</b>
Is it made clear that they can request the deletion of some or all of their personal information?	Individuals may complain to the ICO or the media and/or seek a legal remedy.	The internal appeal procedure is included in the warning letter [privacy notice]. How to complain to the ICO is included in the warning letter and privacy notice. The BCRP has full D&O insurance cover to respond to any legal challenge.	<b>Risk sufficiently mitigated</b>

Is it necessary to restrict access to data? If so, are these restrictions adequately circumscribed and explained?	Individuals may want a full list of all data the BCRP holds and the source of the data.	There are no restrictions placed on access to their data either in the initial privacy statement or in subsequent SARs.	<b>Risk sufficiently mitigated</b>
Is it necessary to restrict sharing of the data? If so, are these restrictions adequately circumscribed and explained?	Individuals may be harmed or distressed by their data being shared with Members and/or other parties	The data shared with Members is not complete. It is restricted [see table at paragraph 24]. No special category personal data is processed and only name, date of birth, a photograph, sanctions or restrictions mandated in open court and a two or three word description of the offences for which the individual is known are shared with Members.	<b>Risk sufficiently mitigated</b>
Is data kept for longer than needed	Data may remain on the intelligence platform for longer than is required to fulfil the purpose of processing the data	There are strict retention periods applied to data and it is automatically deleted unless manually over-ridden.  Database cleansing is conducted twice per annum to ensure manually over-ridden deletions are still valid	<b>Risk sufficiently mitigated</b>
<b><u>Appropriate security measures</u></b>  Could disclosure of personal information put the person in danger (for example special category information relating to ethnicity, religion, sexual orientation, political views, trade union membership, etc.)	Individuals may be embarrassed or upset that their personal data is not secure.	Data is only available to Members and other interested parties with which we have a data sharing agreement. It is limited to name, date of birth, a photograph and a two or three word description of offences against our Members for which the data subject is known. In addition, court mandated restrictions or sanctions [which, because they are given in open court are already in the public domain] may be included. This is insufficient to place the individual in danger. No special category data is processed.	<b>Risk sufficiently mitigated</b>  The security measures put in place are sufficient to adequately protect data.
Does the processing involve external organisations or third parties? Does this increase the risk of surveillance / disclosure by the processor (whether	The third-party processor illegally divulges data	The BCRP conducted a due diligence exercise before appointing Littoralis [DISC] and has entered into Data Processing Agreements with them. They have processed data for 16 years and there has never been a problem with a data breach.	<b>Risk sufficiently mitigated</b>

lawfully or not) / hacking / data theft / availability?			
<p>Is there a risk of information being stolen / lost / altered / rendered unavailable / system hacked / organisation subject to surveillance? What preventative measures are in place?</p>	<p>External hackers and rogue employees may seek to exploit personal data.</p> <p>The BCRP may not have strong controls for access to its database.</p> <p>Weak passwords may not protect data.</p> <p>The security controls of the BCRP's systems are breached and personal data is compromised.</p> <p>The BCRP may not know when the personal data it holds is compromised.</p>	<p>No sensitive personal data is processed and only name, date of birth, a photograph, a two or three word description of the offences for which the individual is known and any court mandated sanctions are shared with Members. Alleged offences against our Members are processed together with bail and/or CPN and CBO conditions but this does not constitute a comprehensive register.</p> <p>The BCRP uses databases for processing; data is stored in a secure Cloud based facility which is certified to the Cyber Essential Standard. The Data Processors for the BCRP maintain their own certified and comprehensive Information Security Management System [ISMS] to the ISO27001:2013 standard and all its Cloud-service providers are also certified to the same standard. The processors commission independent certified consultancies to maintain a formal 'Risk Register' across all servers hosted by Cloud service providers. They assess all potential vulnerabilities for likelihood and severity. On this basis a risk 'score' is calculated, and each risk designated low, medium or high-risk. As at the date of this review of the DPIA the server risk registers showed only low-risk vulnerabilities.</p> <p>Emails including personal data are sent via the CJSM network or Tresorit [certified to Evaluation Assurance Level 4 with augmentation (EAL4+)].</p> <p>The BCRP have implemented appropriate technical and organisational measures to protect Personal Data from a cyber attack.</p>	<p><b>Risk sufficiently mitigated</b></p>



Is training given to all staff on good data protection and information security practices?	New staff may not be aware of the information security policy and data protection.  Long-standing staff may forget about the information security policy	Data protection training is given at induction of new staff and annually thereafter.	<b>Risk sufficiently mitigated</b>
Is information limited to others on a “need to know” basis? How is this implemented in practice?		Data is processed by only four administrators who are all vetted to National Non Police Personnel Level 2.  Data is shared only with Members or organisations with which we have a current DSA.	<b>Risk sufficiently mitigated</b>
Is information limited to others on a “need to know” basis? How is this implemented in practice?	Authorised recipients of data may receive more than is required to be able to fulfil the original purpose.	Members only have access to the data via the BCRP intelligence platform[s] and this is limited to name, date of birth, a photograph and a two or three word description of the offences for which the individual is known together with any court mandated sanctions e.g. bail and/or CPN and CBO conditions.	<b>Risk sufficiently mitigated</b>
Are e-mails encrypted?	Unencrypted emails may be intercepted by third-parties	Emails containing personal data are sent via CJSM or Tresorit [certified to Evaluation Assurance Level 4 with augmentation (EAL4+)]	<b>Risk sufficiently mitigated</b>
What action will be taken if there is a data breach? Are individuals informed if their personal data is lost, stolen or other compromised? Will any other organisations be informed?		The BCRP has a comprehensive breach management plan shown at paragraph 136. In the event of a breach the individual will be informed and, after assessment of the severity of the breach, it may be reported to the ICO. The owner/source of the data will also be informed.	<b>Risk sufficiently mitigated</b>

## Data Security Breach Management Plan

### Introduction

142. The BCRP is committed to ensuring that all personal data we process is managed appropriately and in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) (collectively referred to as “data protection legislation”).
143. As the BCRP processes personal data it is committed to ensuring all unauthorised or unlawful processing, loss, destruction of or damage to data (personal data breaches) are swiftly identified and reported internally and, where appropriate to the Information Commissioner’s Office and the data subjects affected.
144. Negligent or malicious non-compliance with this policy may result in disciplinary action. As well as defining BCRP’s policy, this procedure lays out the actions, once a breach has occurred.

### Scope

145. This policy and procedure applies to all users of BCRP’s information, data and information systems and specifically our intelligence database[s]. It applies not only to staff and Members but also, where applicable, contractors, work experience personnel, service providers, consultants and anyone else engaged to work in the organisation and encompasses data, information and software systems.
146. This policy should be read in conjunction with other useful documents, for example:

- a. [ICO Information Security Guide](#)
- b. [ICO Guidance on Personal Data Breaches](#)

### Responsibilities

147. The Data Controller has overall responsibility for deciding whether to report personal data breaches to the ICO and/or to affected individuals and has overall responsibility for monitoring compliance with this procedure.
148. Although the Data Controller has overall responsibility for monitoring compliance with this procedure, they will delegate the day-to-day management of breach prevention to the crime manager[s].
149. The Data Controller is responsible for ensuring that all members of staff are aware of their responsibilities to report incidents and provide all appropriate information and support relevant to an incident and for continuing incident management and mitigation.
150. All members of staff are responsible for immediately reporting any incident or breach affecting personal data to their line manager in the first instance. Managers are responsible for reporting breaches to the Data Controller.
151. Personal data about offenders held on paper should be avoided at all costs. Personal data transmitted in emails must use a secure cjsm account or Tresorit [certified to Evaluation Assurance Level 4 with augmentation (EAL4+)].

### Types of Breach

152. A number of factors could cause data protection breaches. The following is a list of examples but it is not exhaustive and there may be others which will need to be considered at the time of the breach:
  - a. loss or theft of data.

- b. loss or theft of equipment on which data is stored.
- c. inappropriate access controls allowing unauthorised use.
- d. equipment failure.
- e. human error in dealing with personal information.
- f. unforeseen circumstances such as fire or flood.
- g. hacking attack on the BCRP's ICT systems.
- h. 'Blagging' offences where information is obtained by deceiving the organisation who holds it.
- i. unauthorised access into secure areas.

#### **Notification of Breaches Once Discovered**

153. Instances of the loss of personal data by the BCRP have never occurred at the time of writing, however, the reputational damage and the potential impacts on individuals of the loss of personal information means we need to take swift action in the event of a loss.
154. The person who discovers a breach must inform their line manager immediately. Managers will then inform the Data Controller. Any breach discovered outside of normal working hours should be reported as soon as is practicable during the next working day. However any serious breaches that could cause serious adverse effect must be reported as a matter of urgency as soon as discovered.
155. The Data Controller will then decide whether to involve other members of staff and the ICO.

#### **Assessing the Risk**

156. The Data Controller will carry out the initial assessment of the breach on the day it is reported and consider whether the event meets the GDPR definition of a personal data breach.
157. During this initial assessment, a risk assessment of the impact on the rights and freedoms of the affected data subjects will be undertaken and completed within 72 hours of the breach being first reported.
158. This will consider the risks to the affected individuals arising from the personal data breach including adverse impact on their:
- a. Privacy.
  - b. Personal financial interests.
  - c. Other material damages.
  - d. Health and safety.
  - e. Emotional wellbeing.
  - f. Other non-material damages.
159. In considering the breach the following factors will be considered (not an exhaustive list):
- a. The type of breach.
  - b. The nature, volume and sensitivity of the personal data breached.
  - c. How easy it is to identify individuals.
  - d. The potential consequences for individuals.
  - e. Any special category characteristics of the data subject.
160. Some data security breaches will not lead to risks beyond possible inconvenience, for example if a laptop is irreparably damaged or lost because, in line with the Information Security Policy, no personal data is stored on the device. There will be a monetary cost to the Company by the loss of the device but not a security breach.

161. Whilst these types of incidents can still have significant consequences, the risks are very different from those posed by, for example, the theft of offender data.

162. The following may also be taken into account:

- a. what type of data is involved?
- b. how sensitive is it? Is it sensitive personal details as defined by the Article 9 of GDPR or other data types which are sensitive because of what might happen if it is misused?
- c. if data has been lost or stolen, are there any protections in place such as encryption [in line with the Information Security Policy, all flash drives must be encrypted]?
- d. what has happened to the data?
- e. can the data be restored or recreated?
- f. how usable is the lost data?
- g. if data has been stolen, could it be used for purposes which are harmful to the individuals to whom the data relates? If it has been damaged, this poses a different type and level of risk.
- h. what could the data tell a third party about the individual?
- i. how many individuals' personal data is affected by the breach? It is not necessarily the case that the bigger risks will accrue from the loss of large amounts of data but is certainly an important determining factor in the overall risk assessment.
- j. who are the individuals whose data has been breached? Are they staff, offenders, partners or suppliers?
- k. what harm can come to those individuals because of the breach? Are there risks to physical safety or reputation, financial loss, fraudulent use or a combination of these and other aspects of their life?
- l. are there wider consequences to consider such as a risk to loss of public confidence in the BCRP?

### **Reporting Personal Data Breaches to the Affected Individuals & Third Parties**

163. As part of the risk, we will consider whether the individual[s] whose information has been breached should be informed. Inform the individual[s] concerned, as suggested by guidance from the Information Commissioner. Third parties with a legitimate interest in the breach will also be informed e.g. the providers of data that has been breached.

164. If the Data Controller considers the personal data breach a high risk, a report will be provided to the ICO including a recommendation on whether to report the breach to the affected individuals.

165. If the individuals are notified the following will be considered:

- a. what is the most appropriate method of communication bearing in mind the security of the medium as well as the urgency of the situation?
- b. the notification will include as a minimum, a description of how and when the breach occurred and what data was involved. Details of what has already been done to respond to the risks posed by the breach will also be included.
- c. the individuals will be given clear advice on what they should do to protect themselves and what [if anything] the BCRP can do on their behalf.
- d. a means of contacting the Data Controller for further information will be provided in addition to any other named individual[s] or a web page or a combination of all of these.

### **Appointment of Lead Investigator**

166. The Data Controller will, in consultation with others if necessary, decide who the Lead Investigator should be and who needs to be involved and will work with them to manage the breach. The Data

Controller is responsible for assessing the impact of any breach of the data protection legislation. This can include recommendations to restore data security.

167. The Lead Investigator could be any of the following:

- a. the managing director.
- b. the Crime Manager
- c. a BCRP manager
- d. a combination of the above

168. The Lead Investigator/Data Controller must also consider whether the police need to be informed. This could be appropriate where illegal activity is known or is believed to have occurred, or where there is a risk that illegal activity might occur in the future or if the breached data belongs to the police and has been shared under a DSA. If necessary all staff will be informed to prevent additional breaches.

169. The Data Controller will maintain a log with the details of all breaches. This will include who the Lead Investigator is, when the breach occurred, who is involved and what action must be taken after the breach.

#### **Investigation Procedure**

170. The investigation will commence immediately on receipt of notification. It will be completed urgently and wherever possible within 72 hours of the breach being reported. If necessary, a further review of the causes of the breach and recommendations for future improvements will be carried out once the matter has been resolved.

171. The Lead Investigator should ascertain whose data was involved in the breach, the person or people responsible for the breach, the potential effect on the data subject and what further steps need to be taken to remedy the situation.

172. Breaches will require not just an initial investigation and a decision on the severity and containment of the situation but also a recovery plan including, where necessary, damage limitation. This may involve input from the wider board of directors and also the Company's legal advisors<sup>14</sup>. In some cases, contact with external stakeholders or suppliers may be required.

173. The Lead Investigator will establish the questions for interviews and then meet with the participants. This could be (but is not limited to, or necessarily, all of them) witnesses, perpetrators, junior officers and senior managers.

174. Working with the Lead Investigator the Data Controller will identify if there is a need for expert advice from the Company's legal advisors<sup>12</sup>.

175. Issues to be addressed during the investigation will include:

- a. the date when the breach occurred
- b. the date when the breach was discovered and by whom.
- c. the type of data and the number of records involved.
- d. the sensitivity of the data.
- e. the circumstances of the release.
- f. what protection is in place (for example encryption).
- g. what has happened to the data.

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<sup>14</sup> Acumen Business Law

- h. whether the data could be put to any illegal or inappropriate use.
- i. how many people are affected.
- j. what group of people has been affected (the public, suppliers, offenders etc).
- k. whether there are wider consequences of the breach.

176. The Lead Investigator will keep an electronic record of all activities during the investigation. This could include the actions taken to mitigate the breach and lessons learnt. The reason being that the records may need to be shared if there are actions by the police, Information Commissioner or legal proceedings.

177. If the Data Controller is not also the Lead Investigator, the Data Controller will assist the Lead Investigator, where necessary. This could include informing the Information Commissioner's Office, calculating the severity of the incident, informing the wider board of directors, collating reports and suggesting actions to be taken.

178. If systemic or on-going problems are identified, an action plan will be drawn up to correct the issues identified and the wider board of directors will be informed. If the breach warrants a disciplinary investigation (for example due to negligence), the Data Controller will make the final decision on sanctions against staff.

179. The Lead Investigator should produce a report for the Data Controller bearing in mind that it may also be shared with the ICO. The report must address the following:

- a. establish the facts (including those that may be disputed).
- b. include a chronology of events including the containment, recovery and how the breach has been investigated.
- c. a risk analysis.
- d. a commentary of the weight of evidence.
- e. action to minimise/mitigate effect on individuals involved including whether the victims have been informed.
- f. whether any other regulatory body and been informed and their response.
- g. recommendations to reduce the chance of the same breach happening again.

### **Containment**

180. At the same time as an investigation is happening, containment and [if necessary] recovery will also happen. The Lead Investigator must ascertain whether the breach is still occurring. If so, it must be stopped immediately to minimise the effect of the breach. This will involve liaison with appropriate staff; examples might be the Managing Director authorising the shutdown of the Company's database system[s] or stopping the delivery of non-secure emails.

### **Reporting Personal Data Breaches to the Information Commissioner's Office**

181. The GDPR places a duty on all organisations to report certain types of data breach to the Information Commissioner's Office. In the case of a personal data breach, the BCRP shall without undue delay and, where feasible, no later than 72 hours after becoming aware of the breach, notify the ICO, unless the personal data breach is unlikely to result in a risk to the rights and freedoms of an individual. A reason for the delay, if notification is not within 72 hours, is required along with the notification.

182. The GDPR states that a personal data breach must be reported to the ICO if the breach is likely to result in a risk to the rights and freedoms of the individuals concerned. By this, it means discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage. It also requires that this be on a case-by-case basis. There is no need to notify the ICO if there is not a risk to persons' rights and freedoms however, if the breach is

of data contained in the BCRP's Member-accessible database system[s], it is very *unlikely* that the breach will not have to be reported.

183. After carrying out a full assessment of the risk, the decision as to whether or not to inform the ICO would normally rest with the Data Controller. If the decision is to notify the ICO and the Data Controller will act as liaison with the ICO.

#### **Review**

184. A policy review will take place after a serious breach or after legislative changes, important changes in case law or guidance.

#### **Appeal Procedure against an exclusion or data processing**

185. Brighton & Hove BCRP makes every effort to ensure that the data it processes is accurate and that the decisions it makes, based on that data, are fair, robust and justified.
186. However, it also accepts that there may sometimes be legitimate grounds for data subjects to challenge the accuracy of the data it processes [under GDPR Article 16] and also to challenge the decisions it makes. Any data subject has the right to appeal against our decision to:
- a. process their data,
  - b. share that data with Members and other partner agencies
  - c. exclude them from our Members' premises
187. The objectives of the appeals policy and procedures are to:
- a. Ensure everyone knows how to appeal and how that appeal will be handled
  - b. Ensure that appeals are dealt with consistently, objectively, fairly and sensitively within clear time frames
  - c. Provide individuals with a fair and effective way to appeal about the BCRP's decision making processes
  - d. Ensure that appeals are used to improve our services
188. There are three types of appeal:
- a. An appeal against your data being processed or shared with Members on our secure intranet.
  - b. An appeal against being excluded from our Members' venues
  - c. An appeal to have your exclusion period shortened

#### **Appeal Procedure for your data being shared or for being excluded**

189. There are three stages to the appeal procedure:

- Stage One – the appeal
- Stage Two – investigation
- Stage Three – outcome

#### **Stage One – the appeal**

190. Ideally, the appeal should be in writing to ensure that there is no confusion about the nature of the appeal or the data subject[s] involved. An appeal by email will also be acceptable.
191. Individuals wishing to make an appeal should contact the address at the top of this document. An email address is also supplied.
192. You should include your name and address, why you are appealing e.g. mistaken identity or challenging the circumstances that led to you exclusion etc. and also what you would like to happen

next.

### **Stage Two – Investigation**

193. Appeals will be fully investigated by the Crime Manager and a written response provided to the data subject within ten working days.
194. We may need to informally interview you, at a time and place convenient to both parties, to corroborate the facts.
195. Occasionally investigations may take longer, particularly if the appeal is complex or witnesses are unavailable due to holidays or sickness or a review of CCTV is required etc. Should this be the case a holding letter will be sent after ten working days and a final date given for a conclusion to be reached.
196. The Appeals Register will be updated, and any pending appeals flagged so they are followed up.

### **Stage Three – Outcome**

197. The appellant will receive written confirmation of the outcome of any investigation and any recommendations/remedies made, such as reviewing our policies, staff development and training or appropriate improvement to our services.
198. Where the appeal is upheld an apology will be offered and a correction will be circulated to all our Members.
199. If the data subject is not satisfied by the outcome of the appeal they can further appeal to the Data Controller to review the case. The data controller will respond to the data subject within 14 working days.

### **Appeals to reduce the length of exclusion**

200. Exclusions from our Member's premises last for 12 months. But you can appeal to have this shortened.
201. If, after six months from the start of your exclusion, we have received no further reports about your behaviour you can appeal to have your exclusion terminated. You must appeal in writing stating why you think your exclusion should be ended. An appeal by email will also be acceptable.
202. You must be prepared to appear in person before the BCRP's Board of Management to explain your case if you want your exclusion to be shortened. You may be required to undertake an anger management course or alcohol diversion course at your own expense if your original exclusion involved inebriation or aggression.
203. You may be accompanied by a friend or your social worker or case worker [if you have one] but not by a solicitor.



## Appendix One

### PERSONAL DATA BREACHES

Copy-and-paste the following form to create a new form for each reported Breach; be sure to document all communications with your Data Processor, ICO and, where necessary, any relevant Data Subjects.

1	Report type <i>delete as appropriate</i>	<i>Initial Report</i> <i>Follow up Report</i> <i>If follow up: ICO Case Ref</i>	<b>Notes</b>
2	Reason for the report	<i>I consider this incident meets the threshold</i>	<i>Use ICO toolkit to test</i>
3	What happened and how the incident occurred		<i>Eg: Malicious attack (internal or external?); accidental (technical security failure); negligence/human error (operation security failure); other (specify)</i>
4	How did we discover the breach?		
5	If there was a delay in reporting the breach explain why		<i>72 hour deadline</i>
6	What preventative measure did we have in place?		
7	Was the breach a cyber incident?	Yes No Don't know	<i>Any event that threatens the security, confidentiality, integrity, or availability of CABQ information assets e.g. Phishing attack, DdOS, Ransomware</i>
8	Date the breach happened?	Date: Time:	<i>Notify the relevant Data Processor as soon as you are aware of the Breach</i>
9	Date we discovered the breach	Date: Time:	<i>Notify the ICO within 72 hours of the detection of the Breach (see 5 above)</i>
10	Date of notification to Data Subjects if necessary		<i>Does incident meet the threshold for such communication?</i>
11	Personal Data Included in the breach	Racial origin Political opinions Religious beliefs Trade Union membership Sex life data Sexual orientation data Gender reassignment data Health data Basic personal identifiers [e.g. name, contact details. photo] Identification data [e.g. usernames, passwords]	

		<ul style="list-style-type: none"> <li>Economic &amp; financial data [e.g. credit card numbers, bank account]</li> <li>Official documents [e.g. driving licence]</li> <li>Location data [e.g. coordinates]</li> <li>Genetic or biometric data</li> <li>Criminal convictions</li> <li>Other</li> </ul>	
12	Number of personal data records involved?		
13	Number of data subjects likely to be affected?		
14	Types of data subjects affected	<ul style="list-style-type: none"> <li>Employees</li> <li>Users</li> <li>Subscribers</li> <li>Students</li> <li>Customer</li> <li>Patients</li> <li>Children</li> <li>Vulnerable adults</li> <li>Offenders</li> <li>Other</li> </ul>	<i>Delete as appropriate</i>
15	Potential consequences of the breach		
16	Is the personal data breach likely to result in high risk to the subject[s]?	<ul style="list-style-type: none"> <li>Yes [Give details]</li> <li>No</li> <li>Not yet known</li> </ul>	<i>Delete as appropriate</i>
17	Had the staff member involved in the breach received data protection training in the last 2 years	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> <li>Don't know</li> </ul>	<i>Delete as appropriate</i>
18	The actions we have taken as a result of the breach		
19	Have we told the data subject about the breach?	<ul style="list-style-type: none"> <li>Yes – it is likely there is a high risk to the subject</li> <li>Yes – it is not likely there is a high risk but we have told them anyway</li> <li>No – but we are planning to</li> <li>No – the incident does not meet the threshold for communicating with the data subject[s]</li> </ul>	<i>Delete as appropriate</i>
20	Have we told, or will we tell, any other organisation about the breach	<ul style="list-style-type: none"> <li>Yes [name them]</li> <li>No</li> <li>Don't know</li> </ul>	<i>Does any of the data belong to partners or other agencies?</i>

21	Organisation submitting this report	
22	Address	
23	Data Controller	
24	ICO Registration	
25	Contact name	
26	Email and phone number	

### Document Version Control

Version	Date	Amendments	Author
22	01/07/22	Addition to evidence for 14 being the threshold for processing children's data [96d].	AM
		Addition to points scoring system for exclusion notice scheme – upskirting 1 point [26].	AM
23	06/01/23	Addition of Safeguarding Officer to Processing Children's Data	AM
24	23/02/23	Change of email address for contacting the Data Controller	AM
25	29/03/23	Avoid the use of custody images for minors wherever possible	AM
26	17/06/23	Minor changes to processing of children's data and the development of a Youth Early Intervention Plan	AM
27	16/08/23	Addition of Vehicle Registration and other data that may [or may not] be processed and shared	AM
28	13/09/23	Enhanced DPIA and clarification on whether a photograph is biometric data. Inclusion of Youth Early Intervention Plan as an appendix	AM
29	28/09/23	Inclusion of automated decision making	AM

## Appendix Two



### WARNING LETTER

### PRIVATE & CONFIDENTIAL

Date [insert date]

Dear [insert name]

You have received this letter because members of the Business Crime Reduction Partnership (BCRP) in Brighton and Hove and/or the police have told us that you have allegedly been involved in an anti-social incident or a crime in or near their business. Our members have a right to be able to run their businesses without you making problems for them.

This **warning letter** is to let you know that **if you are reported again doing anything anti-social or criminal you may be given an Exclusion Notice**. This will ban you from entering hundreds of businesses in the city centre for twelve months. You can see a full list on our website at [www.bcrpbrighton.com/current-members](http://www.bcrpbrighton.com/current-members).

We have a record of some of your personal details given to us by our members or the police or the council and, if you are given an Exclusion Notice we may share your name, your photograph, your date of birth and any restrictions the court places on you with the businesses that are members of the BCRP. We might also share them with other organisations involved in stopping crime.

If you stop being anti-social nothing more will happen. But if you continue with this behaviour and get banned, your day-to-day life will suffer if you can't go into all the places on the list. You might also get a criminal record. This would seriously affect your chances of getting a job in the future and perhaps being able to travel to some foreign countries.

We will keep your information, including your address for a maximum of 12 months. We will delete it if we don't hear any more about you being anti-social. If we do hear of more anti-social behaviour you will be banned and we will keep your information for another 12 months.

If you want to know more, visit the website [www.bcrpbrighton.com](http://www.bcrpbrighton.com) and click on the Frequently Asked Questions [FAQs] page on Exclusion Notices. You can ask us to give you all the details we hold about you by writing to us and we will correct anything that is wrong. If you think anything is not correct, contact us and we can discuss it. You can also complain about the BCRP to the Information Commissioner at [www.ico.org.uk](http://www.ico.org.uk)

Remember, this is a **warning letter**. You have NOT been banned. But you will be if you continue with your behaviour.

Board of Management

## PRIVACY NOTICE

This describes our Exclusion Notice Scheme and explains why we collect, store, use and share the personal information of some people who offend against our members. It also explains how that is legal.

### **You can contact us here**

Brighton & Hove BCRP

PO Box 5398

Brighton BN50 8GQ

Email address: [info@bcrpbrighton.com](mailto:info@bcrpbrighton.com)

Our Data Controller is responsible for making sure we don't break data protection laws and he can be contacted at the above address, email address or telephone number. We are registered with the Information Commissioner – the person who makes sure your personal information is used correctly - as a Business Crime Reduction Partnership. Our registration number is Z2184376.

### **Why we collect your personal data**

Members of the BCRP have the right to protect their property and staff and their customers from crime and anti-social behaviour. They also have the right to stop some people from going into their businesses. If you have caused a problem for our Members or their customers or stolen from them or been anti-social in their shops they can ban you from entering. We keep your personal information to let us exclude you from all our Members' shops and we don't need to ask you if we can do this. The legal name for this is 'legitimate interest'.

We will only ban you from our Members shops or cafes or restaurants and only in Brighton & Hove. You can find a full list of places you will be banned from on our web site at <https://www.bcrpbrighton.com/current-members>.

### **Types of personal information about you we will keep and might share with others**

- a. Your name
- b. A photograph of your face; we use this so our Members can identify you and stop you from coming into their businesses.
- c. Your date of birth; we use this to make sure we don't confuse you with anyone else
- d. CCTV film of you in our Members' shops etc: we use as evidence.
- e. Your house address and perhaps an email address if you have one or other contact details; we use this to send you a letter or email to tell you what information we have about you.
- f. Information and evidence about incidents you have been involved in; we use this to decide whether we will ban you from our Members' shops etc and to send you a warning letter before you are banned.
- g. Details of any places a court of law has said you are not allowed to go or things you are not allowed to do

### **Where do we get personal information about you?**

- h. **You** might have given us information
- i. **Our Members** will give us information if you go into their businesses
- j. **The Police or your local council.** We have special agreements with them to give us information about you.
- k. **Other organisations** like charities or other businesses crime partnerships
- l. **Social media like Facebook or Instagram.** If you don't protect your social media accounts with a password or stop them from being public we can look at them and get information about you.

On **[insert date(s)]** we received reports about you from **[insert source]** about an alleged incident of **[insert details]**

### **Who will we share your personal information with?**

- a. **Our Members** and the people who work for them.
- b. **The police and possibly your local council**
- c. **Charities** that are also involved in tackling crime
- d. **Other business crime partnerships** if we think that you are offending in lots of towns

### **What will we share with our Members?**

We will share your name, your photograph and your date of birth. We might also include two or three words to tell our Members what type of crime you are known for. This is to help them to know what to expect if you go into their shops or cafes/restaurants etc. It also helps them to identify you if you are banned from their shops.

### **How long will we keep your personal information?**

We start to keep your personal information as soon as we get a report about you from one of our Members or the police. If we get one report and do not hear any more about you we will only keep that information for 13 weeks and then we will delete it. If we get more reports you might be banned [excluded] from our Members shops and that will be for 12 months. We will keep your personal information for 12 months. After your ban has finished we might keep your personal information for another 12 months and, if we don't get any more reports, we will delete it.

### **What are your rights?**

You can ask us to tell you what personal information about you that we have. Write to us or send an email or phone and we will send it to you. Then, if you think any of it is wrong, you can ask us to change it or even delete it [this is called 'making an appeal' against the information we hold]. But we will not change things that are not wrong. For more details about making an appeal visit the FAQs page on our website [www.bcrpbrighton.com](http://www.bcrpbrighton.com) or ask us to send you our appeal policy.

You also have the right to complain about us collecting your personal information to the Information Commissioners Office [ICO]. This is the government's department for protecting your personal data. You can make a complaint on the ICO's website at <https://ico.org.uk/concerns/handling/>

## Appendix Three

### Brighton & Hove Business Crime Reduction Partnership

#### Brighton & Hove Partnership Youth ASB Early intervention Plan

This document describes the Brighton & Hove partnership 'youth ASB early intervention plan', explaining how it will work within the city's current frameworks and providing key information and contacts for stakeholders.

#### Contact details

Sarah Morris  
Brighton & Hove BCRP  
PO Box 5398  
Brighton BN50 8GQ  
Email address: sarah.morris@bcrpbrighton.com  
Tel: 01273 733393

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#### Context

***In 2023 the Youth Justice Board (YJB) published a report; "Final Report: Prevention and Diversion Project – YJB for England & Wales 2023".***

***Stating that "it cannot be right that children have to wait until they have committed a crime and come into the youth justice system before their needs or vulnerabilities are met... all agencies need to understand and invest in their role. The report presented compelling evidence that shows us that if we intervene earlier with vulnerable children, then their likelihood of committing an offence is much lower, and in turn this means fewer victims and safer communities for us all" \****

1. The Brighton & Hove Business Crime Reduction Partnership (BCRP) is often an agency that receives intelligence on young people within the city whose behaviour may be causing harm to the community and harm to themselves and each other. The development of a city-wide plan is to encourage early interventions and referrals from all agencies; aiming to prevent the behaviour and harm from escalating and an enforcement/operational plan from being the first response.
2. The community safety and crime reduction strategy 2023-2026 sets out how agencies work together within Brighton & Hove to keep everybody safe; and it is believed that a stepped approach to developing a city-wide resource around youth disorder could strengthen this strategy.
3. This plan is intended to provide agencies with guidance, and the confidence to share intelligence regarding young people with partners at an early stage, when anti-social behaviour and concerns are initially reported to safeguard and effectively reduce escalation.

#### Background

4. The Brighton & Hove BCRP has found that there are repeated concerns arising on a cyclical/annual basis at key locations within the city. The groups of young people change, but the locations and behaviours largely stay the same, suggesting that amendments to how agencies respond to such concerns needs to be considered. The city-wide youth plan will aim to focus on information sharing and early referrals to services, and multi-agency involvement to provide improvements to locations to make them safer, and to create engagement opportunities for young people who may be vulnerable, socially excluded or just bored.

#### Objectives.

5. To allow referrals and information sharing to occur at the earliest opportunity to further reduce harm caused.
6. To ensure that incidents in the community are identified and potential harm to both the young person and the community is addressed in a timely fashion. These concerns can be raised by partners, stakeholders, businesses and members of the community.
7. That consideration is given to improvements to the area, such as lighting and crime prevention techniques, and increased resources for young people.
8. Joint working within the community at locations of concerns. Agreements for preventative working in the community with youth practitioners and services working to support young people.
9. A directory of services to be made available to partners in the city to address harm as a partnership (this could include initial reporters such as businesses and community groups).

### **Looking at Contextual Safeguarding.**

10. In current contextual safeguarding practices, partners are encouraged to seek and consider contexts that go beyond individual family frameworks. This city-wide plan aims to consider factors within this framework such as the community, schools, peers, neighbourhoods and businesses. Encouraging everyone to 'think child first' and understand their role in protecting children in our city.
11. Environmental factors and the young person's neighbourhoods play a key role in safeguarding and promoting the welfare of the child and partners working within these settings play a key role in identifying risks early.

### **Agencies and Stakeholders in the city who can support this plan.**

12. Environmental factors and the young person's neighbourhoods do play a key role in safeguarding and promoting the welfare of the child. It is paramount that all partners working within these settings play a key role in identifying risks early and understanding their duty to share information to prevent escalation.
13. *The Brighton & Hove Youth Crime Plan will be shared with Statutory agency representatives responsible for the delivery of community safety initiatives; This will be extended to other agencies when a necessity is identified.*
  - a) Adolescent Services (including YOT)
  - b) Children's Services via Front Door for Families (FDFF)
  - c) Brighton & Hove City Council Safer Communities Team
  - d) Brighton & Hove Business Crime Reduction Partnership
  - e) Sussex Police (Neighbourhood Policing Team)
  - f) City Parks
  - g) Education and Schools (Designated Safeguarding Leads)
  - h) Business and security personnel (including the BID Ambassadors, Night Safety Marshals, Resolve Beach Patrol, and Mobile Support Units)
  - i) Brighton Streets
  - j) Members of the Public (including other young people)

### **Locations of concern.**



14. Locations can be added/amended when a necessity is identified.
  - a) Central Brighton (including Clarence Square, Churchill Square and retail outlets)
  - b) Fast food business premises
  - c) Lower Esplanade
  - d) City Parks

### **Staged Approach of the plan.**

15. Community intelligence received by any stakeholder / community group in the city around young people or a location that young people may be presenting at.
16. All stakeholders are to ensure that any professional network (Children services, YOS, Police) working with any child is identified and that they are notified at the earliest opportunity. If no professional network is identified, it is all stakeholder's responsibility to refer to relevant services.
17. Stakeholder brings this intelligence to the 'Joint Action Group' (JAG) as an agency update or an emerging issue. Agencies are to be encouraged to bring this intelligence at the earliest opportunity. There is no such thing as 'low level harm'.
18. JAG to identify key stakeholders who will be involved in the response, whether an enforcement/operational plan is necessary and agree lead agency.
19. Contextual improvements to be discussed within the emerging issue and resources allocated where available.
20. Stakeholders not present are notified of concerns and their actions.
21. JAG facilitator records progress and learning.

### **Confidentiality**

22. Referring to the Joint Action Group Confidentiality statement to offset any organisational sensitivities and be positioned to manage any strands of sensitive information or intelligence all partner agencies will be signatories to the Brighton and Hove Information Sharing Agreement. Meeting attendees will sign a Confidentiality Agreement at the start of each meeting.

\*<https://yjresourcehub.uk/research-articles-reports-and-briefings-thematic-broader-research-inform/item/1077-final-report-prevention-and-diversion-project-youth-justice-board-for-england-and-wales-february-2023.html>

Appendix Four: Regional Organised Crime Unit [ROCU] Areas

