



National Crime Agency

# NCA Privacy Notice for Young People

*Please note this is a young person's version of the NCA's main Public Privacy Notice.*

This note is about how the NCA uses and looks after the information we have about you. This is because everyone has a right to know what the NCA does with their information.

## **What is personal data?**

Your personal data is any information that can be used to identify you. This could include your name, date of birth, address, social media user name, email address or if you've had dealings with the police. There is some personal information that we need to take extra care of. This is called special category data and includes information like religious beliefs, information about your health, biometric data (fingerprints and DNA samples) and ethnic origin.

## **Why does the NCA use your personal data?**

It's the NCA's job to detect and prevent crime and protect the public. We sometimes need to use your personal data for law enforcement purposes so we can do our job. If there are crimes that you need protecting from, your personal data can help us prevent them. We can only use your personal data when the law allows us to, where there is a need and when it's reasonable for us to do so.

## **Whose personal data do we use?**

The NCA uses personal data relating to a variety of people. These include:

- Our officers
- Victims of crime
- Witnesses to a crime
- Someone suspected of committing a crime
- Family members



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- Members of the public asking a question

### **What can we use your personal data for?**

We can gather information to help us prevent and detect crime and keep you or someone else safe if at risk of harm.

### **How does the NCA store and share my information?**

We will only share your personal information where we think sharing will protect you (or others) from harm, you say we can, or the law allows us to.

We will keep your information securely in paper format or electronically, for instance in case files or within emails. We limit access to your personal information so that only people who need to see your information are able to.

### **How long will the NCA keep my personal data?**

We will only keep your personal data for as long as the law says we can. When we no longer have a reason to keep it we will dispose of it securely.

### **Can I ask the NCA to delete or change my information?**

Yes, you have a right to ask the NCA to:

- correct your information if you think it's not right
- ask how we collect and use your information
- delete or stop using your information where there's no lawful reason for us to keep it.

The NCA will consider your request but might continue to keep and use your information if the NCA still needs your information and is keeping it lawfully. You will receive a response that explains what decision has been made.

### **Can I ask to see my personal data?**



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You have the right to ask for a copy of the personal data that the NCA holds about you. We might not be able to provide you with all of the information you have asked for if you have asked for:

- information relating to other people
- specific documents
- information that, if provided to you, would affect our ability to detect and prevent crime

To exercise any of these rights please contact the Statutory Disclosure Team at: [StatutoryDisclosureTeam@nca.gov.uk](mailto:StatutoryDisclosureTeam@nca.gov.uk)

Or write to us at:

Statutory Disclosure Team  
PO Box 58345  
London  
NW1W 9JJ

### **Complaints and questions**

The NCA tries to meet the highest standards when it uses your personal data. If you have any concerns about the way we have handled your personal data or any questions please contact the Office of the Data Protection Officer at [DPO@nca.gov.uk](mailto:DPO@nca.gov.uk)

You can also complain to the Information Commissioner's Office via [casework@ico.org.uk](mailto:casework@ico.org.uk)

Or write to them at:

The Information Commissioner's Office,  
Wycliffe House,  
Wilmslow,  
Cheshire,  
SK9 5AF  
Telephone: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)



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This privacy notice is available in other languages and formats such as hard copy on request.