

Safer Business Network CIC Business Crime Reduction Partnerships [BCRP]

PERSONAL DATA PROCESSING DOCUMENTATION [Offenders]

This document describes the way that personal data is processed and secured by the BCRP as required by Article 24 of GDPR and the Data (Use & Access) Act 2025.

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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.
- 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 subject to additional requirements and should 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** 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

Safer Business Network CIC

PO Box 5398

Brighton BN50 8GQ

Email address: companysec@saferbusiness.org.uk

Tel: 01273 733393

- The BCRP's Data Controller is the board of directors of the Company and they are responsible for ensuring compliance with current data protection law. The BCRP's Data Protection Officer [DPO] is the Company Secretary and both the DPO and the Data Controller can be contacted at the above address or email address. The BCRP scheme is registered with the Information Commission as a Business Crime Reduction Partnership¹.

Equalities Act 2010

- It is illegal under the Equality Act 2010 (Amendment) Regulations 2023 to discriminate against anyone based on race, gender, sexual orientation, religious belief etc. The processing of data and the operation of an Exclusion Schemes will ensure that any decision to process an individual's data or to issue an exclusion notice will be based entirely on their criminal or anti-social behaviour.

The JAPAN test

- Before data processing occurs, it will be subjected to the JAPAN test shown below:

Justification	Can we justify the need to collect/store/share/destroy the personal information we are handling?
Authorisation	What authority are we using to do this? What is our legal basis?
Proportionality	Is what we are doing proportional to the purpose? Could we achieve the same purpose by recording or sharing less or no personal information?
Audit	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?
Necessary	Is what we are doing necessary or can the end result be achieved in some other way?

Types of Data Subjects processed

- The Scheme processes the personal data of:
'Offenders': individuals aged 14 years and over who have been reported to have 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.

Purpose of processing personal data

- Members of the Scheme have the right [a recognised 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
 - The investigation, detection and prevention of crime and disorder
 - managing its Exclusion Scheme on behalf of its Members and to draw active offenders to the attention of our Members and inform them of an offender's modus operandi,
 - to collate intelligence on criminal activity within the area of the scheme's operation
 - to contribute to legal proceedings against offenders where appropriate.
- The scheme's area of operation, and its Exclusion Scheme, is within the boundaries of the city of

London.

Lawful Basis of Processing

Recognised legitimate interests

9. The scheme's Members' 'recognised 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 'recognised legitimate interests' it can therefore process offenders' personal data without requiring their consent [see the Legitimate Interest Assessment at paragraph 63].
11. For processing personal data, the UK GDPR lists lawful basis conditions that must be identified to cover the processing in Article 6 [personal data] and Article 9 [special category data]. Part 2 of the Data Protection Act 2018 covers general processing. When processing special category data, a condition from Schedule 1, Pt 1 or Schedule 1, Pt 2 of the DPA 2018 must be identified.
12. GDPR Article 10 and Schedule 1, Part 2, 10(a) of the DPA 2018 applies when processing data relating to criminal convictions and offences. DPA 2018, Part 2, Chapter 2, Section 11(2) makes it clear that alleged offences also require special protections.
13. The GDPR conditions relevant to this Personal Data Processing Documentation are shown below:

Article 6	Article 9	Article 10	DPA Schedule 1
1(ea) Recognised Legitimate Interests: the processing is necessary for investigating, detecting or preventing crime or apprehending offenders [the "crime condition"].	2(f) Legal claims: processing is necessary for the establishment, exercise or defence of legal claims	Processing is authorised by Member State law [DPA 2018] providing for appropriate safeguards for the rights and freedoms of data subjects	Part 1. s 10(1)(a) Preventing or detecting unlawful acts [and the disclosure of personal data to a competent authority]
	2(g) Public interest: processing is necessary for reasons of substantial public interest		Part 1. s 11(2)(a) Protecting the public from dishonesty , malpractice and other seriously improper conduct [for reasons of substantial public interest]

14. 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

15. 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

16. 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.

17. Once data is processed it will be stored in secure Cloud-based databases which are certified to the Cyber Essential Standard. BCRP databases have two parts:

- i) a restricted section accessible only to authorised BCRP staff and

- ii) an open 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.

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 are available in the open section e.g. name, 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.

Vital Interest

- 18. At the request of a law enforcement agency, SBN may process and share with its Members details of missing 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

- 19. 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
- 20. As a safeguard, the sharing of such data with Members will be subject to a unanimous decision of a Board of Management meeting and consultation with the appropriate public body [MPS]. Such data will have an expiry date no later than the expiry of the SRO.

Categories and types of personal data processed

- 21. **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.
- 22. **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.
- 23. **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

24. 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.
25. 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).
26. The processing of special category data will be avoided if possible but any such processing will be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject [Article 9. 2(g)].
27. 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 SBN’s ROCU ² area ³ . Police ² . Other public sector and charitable bodies ² .	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 [still] Image	May be processed. However, to maintain the highest standards of data accuracy and regulatory compliance, SBN will not process images altered by AI for the purpose of removing accessories or reconstructing facial features. Such manipulation risks creating inaccurate biometric profiles and breaching GDPR principles.	Members. Other accredited May be shared with BCRPs in SBN’s ROCU area.	To allow the BCRP Members and other parties listed to correctly identify excluded individuals and submit reports about offending behaviour.

² Regional Organised Crime Unit

³ Subject to an extant DSA

		Police. Other public sector and charitable bodies.	
Moving image video footage	May be processed	Will not be shared with Members or charitable bodies. May be shared with other accredited BCRPs in SBN's 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.	Members, but 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 to assess risk.
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	Alleged criminal offences against our Members will be processed under Schedule 1, Part 2, Para 10[a] of DPA 2018. Conditions attached to Criminal Behaviour Orders [CBOs] and Community Protection Notices [CPNs] will be processed under Schedule 1, Part 2, Para 10[c] of DPA 2018	Members. May be shared with other accredited BCRPs in London with which we have a DSA. Police.	To inform Members of the potential offence they can expect from an offender. To assist in monitoring compliance with CPNs and bail conditions and report any

			breaches in the interests of the prevention or detection of crime.
Safer Business Network radio transmissions	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.
Offender's Bail Conditions	May be processed.	May be shared with Members ⁴ .	The prevention or detection of crime Safeguarding children and vulnerable adults
Offender's Sexual Risk Order Conditions & Restrictions	May be processed	May be shared with Members subject to consultation with appropriate public body.	The prevention or detection of unlawful acts. Protection of the public Safeguarding of children and individuals at risk
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	Members. May be shared with other accredited BCRPs in London with which we have a DSA. Police.	The prevention or detection of unlawful acts. Protection of the public Safeguarding of children and individuals at risk

⁴ Precedent established in the Judicial [Review of M v Chief Constable of Sussex](#) that bail conditions of juveniles can be shared with BCRP Members who, by virtue of their BCRP Membership, are not deemed to be 'Members of the public'

Personal Data about children or other vulnerable individuals?	May be processed subject to additional safeguards [see paragraph 97]	May be shared with Members in exceptional circumstances May be shared with Police Appropriate local authority agencies	Safeguarding of children and individuals at risk
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, various BIDs and MPS	May be shared with 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	

28. **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 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.
- 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 is in the public realm by virtue of being displayed without privacy controls on a publicly accessible platform.

29. 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:-

Aggressive behaviour or verbal abuse – No mitigating factor/assault	1
Anti-social behaviour – any behaviour causing harassment, alarm or distress to staff or patrons of member premises	
Attempted theft	
Breach of Section 35 or CPO	
Criminal Damage leading to minor financial loss	
Drunk & disorderly in or around member premises	
Ejected from a venue for refusing to leave	
Fraudulent use of ID [user or supplier]	
Theft from premises under £200	
Suspected Possession of Drugs inside member premises	
Possession of stolen goods from other member premises	
Breach of a CBO	2
Breach of CPN [if relevant to our Members' interests]	
Fraud under £200	
Going Equipped	
Theft from Premises over £200 but under £1000	

ABH	3
Burglary of member premises	
Breach of a BCRP Exclusion Notice – Length of ban to be extended from date of breach.	
Common Assault	
Criminal Damage of Member premises leading to significant financial loss	
Fraud over £200	

GBH	
Suspected Possession of drugs with intent to supply with additional circumstantial evidence	
Possession of an offensive weapon	
Robbery	
ABH	
Burglary of member premises	
Racist or homophobic abuse	
Sexual Assault	
Theft from person in or around member premises	
Threats to kill or harm	
Verbal or physical aggression/threats of violence towards staff	

30. 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 bringing an offender to the attention of Members via inclusion on the Member-facing database and app for ID sought.</p>	1 point
<p>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.</p> <p>Threshold for formally sharing offender data with Police as a persistent offender.</p>	3 points

Mitigating Factors

- Any incident involving a racist, homophobic, misogynistic element, or is discriminatory towards religion or disability can be upgraded to an Exclusion notice if the initial offence does not meet the points criteria. A unanimous decision of the Board of Management is required.
- Any incident that is accompanied by a threat of violence can be upgraded to an Exclusion Notice. A unanimous decision of the Board of Management is required.
- An offender's vulnerability due to Mental Health conditions can be considered if confirmed through a statutory partner (Police or Local Authority)
- Safer Business Network may process or exclude juvenile offenders but does so judiciously. Exclusions can be made for persistent and prolific offenders who are causing a significant

impact on member premises or juveniles involved in gang-related activities. A unanimous decision of the Board of Management is required.

Sharing data

31. 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 recognised 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 SBN's 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 BNCRP's area of operation.
32. The BCRP will not transfer offenders' data outside of the UK.

Data retention period

33. If the data fails the confidence test it will be immediately irrevocably destroyed 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.
34. If it meets the points criteria for exclusion, the offender's name, date of birth, facial image and the offence for which they are known may be shared among Members on the Member-facing 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 open database will be deleted without delay.
35. 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] in the BCRP's closed database [which can only be accessed by authorised personnel] after which it will be irrevocably deleted.
36. Personal data may also be transmitted via the radio networks 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

37. The Scheme employs the services of the following Data Processor(s) under contract as required by DPA2018 Part 3, Section 59(5):
- a. **SentrySIS Ltd**
 - b. **ShopSafe Ltd**

Standard Operating

Procedures

38. 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

39. Every twelve months the Data Protection Officer 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 Interest Assessment*, *Data Protection Impact Assessment(s)* and, where relevant, *Information Sharing Agreement(s)* and *Data Processing Agreement(s)*.
40. 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).
41. 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

42. Automated decision-making is processing without meaningful human intervention. Processing is any operation on personal data. So automated processing is any operation on personal data without meaningful 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.
43. IC 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.
44. None of the stages of processing of data employed by the BCRP [refer to paragraph 58] 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

45. Within 30 days of an applicant submitting a Subject Access Request to the BCRP the DPO must comply with the request in full.
46. As soon as practicable after the 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.

47. As soon as practical after the receipt of a SAR, the DPO must ensure an appropriate member of BCRP staff has:
- a) made a reasonable and proportionate search to collect all personal data relating to the applicant, including image(s).
 - a. redacted all data identifying any other person from the data.
 - b. provided the relevant personal data to the applicant, in a conventional, readable format either in hard copy or digital format¹.
 - c. provided documentation demonstrating the scheme's compliance with data protection law.
 - d. informed 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.
 - e. Informed the applicant of their right to complain directly to the Data Controller and the Information Commission
 - f. documented the completion of the SAR process.
48. Data subjects will be directed to the Information Commission SAR service in the warning letter/privacy notice they receive [[Make a subject access request | IC](#)]

Reporting a Personal Data Breach [also refer to Data Breach Management Plan at paragraph 101]

49. 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 Commission if deemed sufficiently serious.
 - c. any relevant Data Processor.
 - d. any involved third party.
50. As soon as possible thereafter, in the case of a data breach which, in the view of the DPO, 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.
51. The Data Controller must document each Personal Data Breach in an Appendix at the end of this document.

Privacy Notices distribution

52. **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.
53. **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)] 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 service/delivery of the Privacy Notice will be retained.

¹ As a general rule, the response will mirror the format used by the data subject to request the SAR
Safer Business Network CIC. Personal Data Processing Documentation inc. DPIA.

54. In any event, the 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.

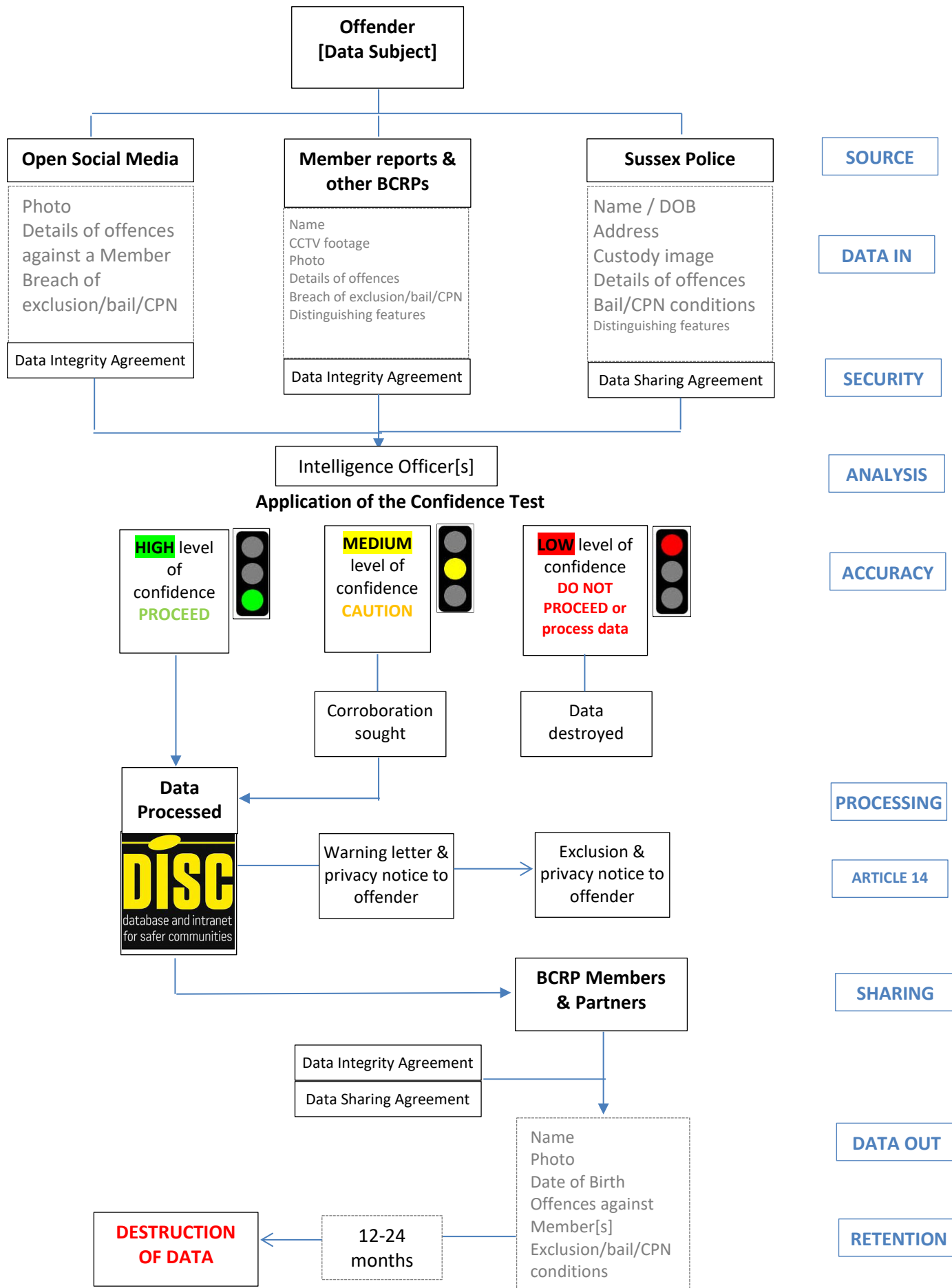
Registration of the Scheme with the Information Commission

55. Each year, at the notification to the Data Controller of the annual renewal of the Scheme's registration with the IC, the Data Controller must review the BCRP's registration with the IC.
56. As soon as possible thereafter, where the registration requires updating or revision, the Data Controller must communicate the proposed revision to the IC's Registration department at registration@IC.org.uk.

Data Security

57. 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. 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.
58. 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.
59. 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.
60. Security procedures include:
- a. 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].
 - b. 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 laptops when left unattended.
61. 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 processors' *Information Security Management and Policies*. 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.

62. GDPR Data Flow Chart



Necessity

63. The overall crime rate in London between March 2022 and March 2023 was 83.3 crimes per 1,000 people with theft and handling and violence against the person having the highest incidence. The full range of crimes and their distribution by London borough can be found at <https://www.met.police.uk/sd/stats-and-data/met/business-crime/> .
64. The retail trade body, the British Retail Consortium (BRC), says there were on average 455 incidents of abuse of shop staff a day in the UK as a whole in 2019, up 7% on the previous year. In 2020, a survey of the UK's top 100 retailers, carried out by law firm TLT, found that a nearly a third (31%) of retailers had experienced abuse against shop workers. 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 study⁵ demonstrated the success of BCRPs in reducing offending with 76% of offenders in receipt of a BCRP warning letter ceasing to reoffend.
65. The retail and leisure areas of London's boroughs are the geographical centres for much of the city's crime and disorder and they are the main areas of operation in the boroughs where SBN operates a BCRP.
66. The financial impact of crime is significant. Business crime, excluding fraud and cyber-crime, accounts for 17% of all reported crime nationally and the cost to the UK is over £614m per annum⁹. 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 retailer's spend on loss prevention in 2020¹⁰. Estimated costs of crime have been provided by the Home Office¹¹ 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 include:
 - a. £14,100 for a violent crime with injury/£5,900 without injury.
 - b. £5,900 for a domestic burglary.
 - c. £1,400 for other criminal damage.
 - d. £39,400 for rape and £6,500 for other sexual offences.
67. Tackling anti-social behaviour is a principal activity of the BCRP and it is also a priority theme of the MOPAC Police and Crime Plan 2017 - 2021. 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.
68. 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 of personal data for the prevention and detection of unlawful acts.
69. 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 [without specific technical processing].
 - 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.

Consideration of possible alternatives to processing data

⁹ MOPAC 2020

¹⁰ Centre for Retail Research 2020

¹¹ [The economic and social costs of crime, Home Office, 2018](#)

70. The table at paragraph 18 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 the 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> Lady Justice Andrews. Court of Appeal: Case No: C1/2019/2622 & C1/2019/2623 17.12.20.
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 is only accessible to Members between 13 weeks and 12 months unless further intelligence about criminal activity or anti-social behaviour 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

71. No special category data is processed or shared with Members.
72. Data about criminal offences are not held in a 'comprehensive register' [Article 10] 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.
73. Individuals are likely to consider this information private, especially data listed in paragraph 74 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.¹²
74. 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 IC.
75. Reported incidents which may contain personal data are subjected to the confidence test and are processed within five working days or irrevocably destroyed if they fail the test. Where possible, 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 the 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.
76. Once processed, data is only shared with organisations for which it is relevant and the minimal amount of data is shared to fulfil the purposes set out in this documentation.

Impact of processing

77. The processing of personal data will only impact the individual directly if they reach the threshold for being raised to our 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.

¹² A view expressed by Justice Lieven in *M v Chief Constable of Sussex Police* and supported by Lady Justice Andrews in the subsequent Appeal.

78. 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 with their tacit consent. 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.
79. 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 easily understood 'bite-size' question & answer format as recommended by the IC.

Safeguards

80. 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 default position is not to exclude individuals in which case their data need not be processed.
 - b. Only BCRP staff vetted to NNPV Level 2 or DBS vetting will be allowed to process data.
 - 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.
 - 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.
 - h. Sharing of data with Members will be subject to a strict data integrity & sharing agreement with sanctions in place to punish any breach.
 - i. A mechanism is in place [security seeding] to identify the individual Member responsible for any breach.
 - j. Members will not be granted automatic access to the database holding personal data about offenders and checks are put in place to verify the identity of applicants and their bona fides as BCRP Members.
 - k. Members with access to the open database are reviewed every 13 weeks and those who have not logged on during that period are deleted.
 - l. Members with access to the BCRP database are required to re-certify acceptance of the data integrity agreement every 13 weeks.

Children's data processing

81. The General Data Protection Regulation [GDPR] does not ban an organisation from relying on recognised 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.'*¹³

82. In terms of safeguarding, children are unlikely to come into direct contact with any of the BCRP staff; the BCRP does not arrange any events or activities involving children. But they may be affected by some of the services that we offer to our Members, specifically the exclusion notice scheme. 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.
83. 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.
84. 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.
85. 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.”
86. 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.
87. 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'.
88. 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.

¹³ Article 6 (1)(f)

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.

89. 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.
90. 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.
91. 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.
92. 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.
93. 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.
94. 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 offender data.

Safeguards

95. 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 data will be processed for children under the age of 14 but in the interests of safeguarding any information received will be passed on to the appropriate safeguarding authorities and then deleted.
 - b. The default position is for children not to be excluded but diverted to other options which would result in their data not being shared with BCRP Members at all.
 - c. 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.
 - d. As required by Recital 39 any information given to the data subject will be easily accessible and easy to understand, using clear and plain language.
 - e. 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 CEO or the Crime Manager to ensure that there is adequate consideration and accountability for the decision-making process.
 - f. Wherever possible, the appropriate public authorities will be asked to comment on the impact of any proposed exclusion on the child's broader welfare.
 - g. 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.
 - h. Children's data will only be retained for 6 months [normally 12].
96. The BCRP processes personal data under the lawful basis of recognised legitimate interests under GDPR Article 6 (1) (ea).
97. 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 and this is shown below.

Data Protection Impact Assessment [DPIA]

The project including its purpose and what it entails.

98. Safer Business Network CIC is a not-for-profit, community interest company and membership initiative that started operating in 2011. The aim of the scheme is to reduce crime, including violence against our Members, and anti-social behaviour in or near our Members' venues and to combat crime and disorder. There are over 300 independent BCRPs across the UK.
99. The BCRP liaises with:
- a. retailers in the city,
 - b. other Business Crime Reduction Partnerships in its ROCU area,
 - c. various Business Improvement Districts [BIDs] in the capital
 - d. registered charities involved in the care of vulnerable individuals and/or crime reduction,
 - e. Metropolitan Police Service.
100. 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 the Metropolitan Police Service. It stores this data in secure intelligence platform[s] [DISC by Littoralis, SentrySIS and Alert

by ShopSafe] 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 Metropolitan Police Service 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.

101. 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 the Metropolitan Police Service. Further details of 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 the intelligence platform[s] 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

102. 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?

103. 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 London. 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, the cost of a first-class stamp is £1.10.

The intended outcome for individuals

104. For Members of the scheme and other interested parties the intended outcome is:

- a. Enhanced safety for their employees and their customers.
- b. The Metropolitan Police Service 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

105. 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

106. Third parties that benefit from BCRP's work include:

- a. The Metropolitan Police Service 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 Metropolitan Police Service and Other Enforcement Agencies

107. The Crime and Disorder Act 1998 places a responsibility on the Metropolitan Police Service to work in partnership with other agencies, organisations and individuals to reduce crime and anti-social behaviour and to reduce the fear of crime in the community. The work of the BCRP helps the Metropolitan Police Service to:
- a. Reduce crime in the capital.
 - b. Improve opportunities for the apprehension and prosecution of offenders.
 - c. Develop productive relationships with the local business community.
 - d. Enhance Metropolitan Police Service 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

108. 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 the Metropolitan Police Service 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

109. 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

110. 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

111. 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 IC 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

112. 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

113. 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. Safer Business Network Operations Director and CEO
- b. Safer Business Board of Directors
- c. The Metropolitan Police Service
- d. BCRP Data Protection Officer

Criminal Offence Data

114. 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 Part 2, Chapter 2, 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 IC, and concludes that:

- a. The BCRP does keep a register of some criminal convictions and, although these are not shared with its Members, it 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 if they affect our Members interests.
- b. According to IC 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.
- c. 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.
- d. 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

115. 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. Details of the data on criminal offences that are processed is shown in this document at paragraph 25.

Schedule 1 conditions

116. 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

117. 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

118. Lawfulness, fairness and transparency

- a. The lawful basis for processing personal data is the recognised legitimate interests 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

119. In accordance with Article 14 appropriate privacy information is made available directly to data subjects in written form within 5 days of the receipt of data. 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.

120. 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 IC complaints procedure.

121. 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 2011 and in that time data has never used for any new purposes.

122. *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.

123. *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[s].
- 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.

124. *Retention limitation*

- a. All data, including criminal offence data, are subject to strict retention policies detailed in this document at paragraph 29. 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

125. *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

126. In addition to the above processing occurs within an online 'secure environment'. The BCRP intelligence platforms are ISO27001 accredited and align with the principles of 'Data Protection by Design and Default' as defined in the latest version of the processors' *Information Security and Management Policies*. 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

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

128. **Data Protection Impact Assessment** [detailed]

Data Protection Issue	What is the Risk?	Mitigation Measures	Conclusion
<p><u>Purpose Specification</u></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>Risk sufficiently mitigated</p> <p>There are safeguards in place to prevent data being used for any other purpose.</p>
<p><u>Information quality and accuracy</u></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>Risk sufficiently mitigated</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><u>Legal basis for data processing data</u> Recognised legitimate interest</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>Risk not fully mitigated but accepted.</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 CJSM accounts.</p>	<p>Risk sufficiently mitigated</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 IC's complaints procedure.</p>	<p>Risk sufficiently mitigated</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.	Risk not fully mitigated but accepted.
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.	Risk sufficiently mitigated 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.	Risk not fully mitigated but accepted.
Is it made clear that they can request the deletion of some or all of their personal information?	Individuals may complain to the IC 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 IC is included in the warning letter and privacy notice. The BCRP has full D&O insurance cover to respond to any legal challenge.	Risk sufficiently mitigated

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.	Risk sufficiently mitigated
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.	Risk sufficiently mitigated
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	Risk sufficiently mitigated
<u>Appropriate security measures</u> 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.	Risk sufficiently mitigated 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 its processors and has entered into Data Processing Agreements with them. To date there has never been a problem with a data breach.	Risk sufficiently mitigated

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 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.</p> <p>The BCRP have implemented appropriate technical and organisational measures to protect Personal Data from a cyber attack.</p>	<p>Risk sufficiently mitigated</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.	Risk sufficiently mitigated
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 DBS vetted or vetted to National Non Police Personnel Level 2. Data is shared only with Members or organisations with which we have a current DSA.	Risk sufficiently mitigated
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.	Risk sufficiently mitigated
Are e-mails encrypted?	Unencrypted emails may be intercepted by third-parties	Emails containing personal data are sent via CJSM	Risk sufficiently mitigated
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 131. 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 IC. The owner/source of the data will also be informed.	Risk sufficiently mitigated

Data Security Breach Management Plan

Introduction

129. 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”].
130. 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 Commission and the data subjects affected.
131. 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

132. 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.
133. This policy should be read in conjunction with other useful documents, for example:

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

Responsibilities

134. The Data Controller has overall responsibility for deciding whether to report personal data breaches to the IC and/or to affected individuals and has overall responsibility for monitoring compliance with this procedure.
135. 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].
136. Local BCRP are 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.
137. 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 DPO.
138. Personal data about offenders held on paper should be avoided at all costs. Personal data transmitted in emails must use a secure cjsm account.

Types of Breach

139. 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

140. 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.
141. The person who discovers a breach must inform their line manager immediately. Managers will then inform the DPO. 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.
142. The DPO will then decide whether to involve other Members of staff, the Data Controller, the IC, the data subject[s] and any third-parties with a recognised legitimate interest in the data breach e.g. BCRP Members and any other providers of data to SBN e.g the Police. Where appropriate, such parties will be informed without delay.

Assessing the Risk

143. The DPO 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.
144. 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.
145. 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.
146. 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.
147. 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.

148. 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.

149. 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

150. As part of the risk, the DPO 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 Commission.

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

152. 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

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

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

- a. a member of the board.
- b. the DPO.
- c. Chief Executive[s].
- d. a BCRP manager.
- e. a combination of the above.

155. The Lead Investigator/DPO 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.

156. The DPO 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

157. 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.

158. 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.

159. 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 Data Controller and also the Company's legal advisors¹⁴. In some cases, contact with external stakeholders or suppliers may be required.

160. 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.

161. Working with the Lead Investigator the DPO will identify if there is a need for expert advice from the Company's legal advisors¹².

162. 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

¹⁴ Acumen Business Law

- f. what protection is in place (for example encryption).
- g. what has happened to the data.
- 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.

163. 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 Commission or legal proceedings.

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

165. 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.

166. The Lead Investigator should produce a report for the Data Controller bearing in mind that it may also be shared with the IC. 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

167. 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 Chief Executive[s] 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 Commission

168. The GDPR places a duty on all organisations to report certain types of data breach to the Information Commission. 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 IC, 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.

169. The GDPR states that a personal data breach must be reported to the IC 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 IC 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.

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

Review

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

Appendix 1

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, IC 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: IC Case Ref.</i>	Notes
2	Reason for the report	<i>I consider this incident meets the threshold.</i>	<i>Use IC 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 IC 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.	<ul style="list-style-type: none"> <i>Racial origin</i> <i>Political opinions.</i> <i>Religious beliefs</i> <i>Trade Union Membership</i> <i>Sex life data.</i> <i>Sexual orientation data</i> <i>Gender reassignment data.</i> <i>Health data.</i> <i>Basic personal identifiers [e.g. name, contact details. photo].</i> <i>Identification data [e.g. usernames, passwords].</i> 	

		Economic & financial data [e.g. credit card numbers, bank account]. Official documents [e.g. driving licence]. Location data [e.g. coordinates]. Genetic or biometric data Criminal convictions. Other.	
12	Number of personal data records involved?		
13	Number of data subjects likely to be affected?		
14	Types of data subjects affected.	Employees Users Subscribers Students Customer Patients Children Vulnerable adults Offenders Other	<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]?	Yes [Give details] No Not yet known	<i>Delete as appropriate</i>
17	Had the staff member involved in the breach received data protection training in the last 2 years.	Yes No Don't know	<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?	Yes – it is likely there is a high risk to the subject Yes – it is not likely there is a high risk but we have told them anyway. No – but we are planning to. No – the incident does not meet the threshold for communicating with the data subject[s].	<i>Delete as appropriate</i>
20	Have we told, or will we tell, any other organisation about the breach?	Yes [name them] No Don't know	<i>Does any of the data belong to partners or other agencies?</i>

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

APPENDIX 2

WARNING LETTER

PRIVATE & CONFIDENTIAL

Date [insert date]

Dear [insert name]

You have received this letter because members of the Safer Business Network Business Crime Reduction Partnership (BCRP) 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.saferbusiness.org.uk.

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.saferbusiness.org.uk 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 or emailing or phoning 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 directly to the Data Controller and/or to the Information Commission at www.IC.org.uk or make a request for the information we hold about you here [Make a subject access request | IC](#).

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

Safer Business Network

PO Box 5398

Brighton BN50 8GQ

Email address: admin@saferbusiness.org.uk

Our Data Controller is responsible for making sure we don't break data protection laws and you can complain to him them directly at the above address, email address or telephone number. We are registered with the Information Commission – the person who makes sure your personal information is used correctly - as a Business Crime Reduction Partnership. Our registration number is Z2662061.

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 'recognised legitimate interests'.

We will only ban you from our Members shops or cafes or restaurants and only in London. You can find a full list of places you will be banned from on our web site at <https://www.saferbusiness.org.uk/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. We will also tell them if a court has told you not to go to places or not to do things. 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.saferbusiness.org.uk 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 Commission [IC]. This is the government's department for protecting your personal data. You can make a complaint on the IC's website at <https://ic.org.uk/concerns/handling/> and you can make a request for the information we hold about you here [Make a subject access request | IC](#)

Version	Date	Amendments	Author
16	18/11/22	Addition to evidence for 14 being the threshold for processing children's data [96d].	AM
17	30/11/21	Addition of Safeguarding Officer to Processing Children's Data	AM
18	22/04/22	Change of email address for contacting the Data Controller	AM
19	05/07/22	Review of custody images	AM
20	30/06/23	Minor changes to processing of children's data	AM
21	16/08/23	Addition of Vehicle Registration and other data that may [or may not] be processed and shared	AM
22	01/09/23	Enhanced DPIA and clarification on whether a photograph is biometric data	AM
23	01/10/23	Minor additions	AM
24	16/12/23	Addition of GDPR chart at para 12	AM
25	01/05/2025	Amendment to footnote 12	AM
26	23/06/2025	Amendments to comply with the Data (Use & Access) Act 2025	AM
27	01/10/2025	Removal of LIA as per DUAA 2025	AM
28	12/03/2026	Clarification on the use of AI manipulated images	AM