Office Function	Processing Activity Name	Purpose of Processing	Lawful Basis	Category of Data Subjects	Categories of Personal Data	Special Category Data	Recipients of Data	How do we keep personal data safe?	Retention Period
Office Management	General Correspondance	To respond to public queries	Public Task	Member of the public	Name, contact details	Equality Monitoring Data (where relevant)	Information is only shared if it is necessaryfor the purpose of resolving a query and we will seek consent before doing so	Security measures in place includingg encryption and access controls. Information restricted to OPCC staff.	As per retention policy
Standards and Scrutiny	Handling of Police Complaints	Manage and deal with complaints against the police	Public Task	Member of the public	Name, contact, detail, complaint details	Equality Monitoring Data		Security measures in place includingg encryption and access controls. Information restricted to OPCC staff.	As per retention policy
Standards and Scrutiny	Submitted questions to PCCs Scrutiny Programme	To put questions directly to senior police leadership and seek answers on your behalf	Public Task	Member of the public	Name, contact details	N/A	Questions are anonymised before being put to senior police leaders within Cleveland Police	Security measures in place includingg encryption and access controls. Information restricted to OPCC staff.	As per retention policy
Finance and Governance	Grants and Commissioned Services	To evaluate and award PCC grants and/or commissioned services and to montior the delivery of commissioned services	Public Task / for the performance of a contract	Applicants, Voluntary Community Sector Staff	Name, contact details, bank account details for organisations	Equality Monitoring Data	Information is only shared if necessary and if so from a contract monitoring perspective is shared on an anoynmous basis. Organisational name will be published on the PCCs website in a formal decision notice	Security measures in place includingg encryption and access controls. Information restricted to OPCC staff.	As per retention policy
Policy, Partnerships and Delivery	Joint Committees and Partnerships	The PCC / OPCC attends various meetings and information sharing forums in the public, private and voluntary communtiy sector as part of our duties to; ensuring an efficient and effective service, bringing together community safety and criminal justice partners, ensuring a joined up approach to local priorities	Public Task	Partners	Name, organisations, contact details	N/A			As per retention policy
Office Management	Information Rights Requests	To respond to information rights requests	Legal Obligation	Requestors	Name, contact details, request details		We will not share your information with a third party without consent	Security measures in place includingg encryption and access controls. Information restricted to OPCC staff.	As per retention policy
Communications and Engagement	OPCC Monthly e-newsletter	To enable the sharing of the OPCC newsletter	Consent	Members of the public / partners	Name, email address	N/A	Digital marketing platform SendinBlue distribute our email newsletter, to which the OPCC have signed up to standard and contractual terms.	Security measures in place including encryption and access controls. Information restricted to OPCC staff.	As per retention policy
Communications and Engagement	Media Request	To provides responses to queries and/or include them on distribution list for press releases	Public Task	Journalists	Name, organisation they represent, email address and telehone number	N/A	Information is only shared if it is necessaryfor the purpose of resolving a query and we will seek consent before doing so	Security measures in place including encryption and access controls. Information restricted to OPCC staff.	As per retention policy
Communications and Engagement	Accessing the OPCC website	Maintain and monitor performance of the OPCC website - www.cleveland.pcc.police.uk	Legitimate Interest	Members of the public					As per retention policy
Comunications and Engagement	Photographs and filming		Consent	Members of the public / partners	Name, age, contact details			Security measures in place including encryption and access controls. Information restricted to OPCC staff.	As per retention policy
Communications and Engagement	Consultations and Surveys		Public Task	Member of the public	Anonymised personal data such as age range other equality monitoring information.	Equality Monitoring data	The OPCC will not share your images with third parties, save for those covered by the consent form. Third parties may however receive/access your imaes by viewing the publications they are used in.	Security measures in place including encryption and access controls. Information restricted to OPCC staff.	As per retention policy
Office Management	Recruitment of volunteers, staff and Chief Constable	To process information to assess suitability for a role	Contract/Legimate Interest	Applicants	Name, contact details	Medical data, equality opportunities data, criminal offence data	Information will be shared with Cleveland Police who perform Hr functions of behalf of the OPCC.	Security measures in place including encryption and access controls. Information restricted to OPCC staff.	As per retention policy
policy, Partnerships and Delivery	To handle ASB Case Reviews on bahalf of the four local authorities								