



Police National Vetting Service Privacy Notice

This Privacy Notice has been created to make it easier for you to understand what personal data Warwickshire Police in its role as Police National Vetting Service (PNVS) provider processes about you, how and why it will be used in connection with your vetting application as is required under the UK General Data Protection Regulation (UK GDPR).

The notice should be read in conjunction with, the appropriate high-level Privacy Notice for [Warwickshire Police](#), which provides fuller details of processing activities and our obligations. Please also review the [Police National Vetting Service](#) for advice, FAQs, and more information on the vetting process.

This privacy notice is relevant to all applicants who apply for vetting through the Police National Vetting Service. For internal Force vetting please also see the Employee Privacy Notice and overarching Warwickshire Police Privacy Notice.

For what purpose(s) is my personal data intended to be processed by the Police National Vetting Service

The Police National Vetting Service will process your personal/special category data and criminal record data in order to:

Carry out vetting (to the requested level) as required by yourself and your employer in order to meet any legal and contractual obligations as set out by the terms of that employment.

We will undertake this process with your consent as expressed by the completion of the relevant personal information provided by you on the vetting application form.

What types of personal information do we handle via the Police National Vetting Service process?

The Police National Vetting Service will collect personal information about you to enable us to discharge our responsibilities as the vetting provider. Types of personal data that we will collect, and use includes, but is not limited to:

- Your name (and any previous names)
- Work and home contact details and date of birth
- Your gender/birth sex as well as self-identified gender if this is different
- Your images
- Your marital status and family details

- Names, addresses and dates of birth of family members, friends and associates (where relevant and appropriate)
- Criminal record data
- Credit report data

Special Category data:

- Racial or ethnic origin
- Nationality
- Physical or mental health or condition; including whether or not you have a disability for which the organisation may need to make reasonable adjustments or monitor the equality of opportunity

What is the lawful basis for processing my personal data?

The lawful basis for processing personal data is that it is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject on entering into a contract (Article 6 (1) (b) UK GDPR), namely employment with your substantive employer.

The lawful basis for processing special category personal data is that you, the data subject, have given explicit consent to the processing of your personal data for one or more specified purposes, namely employment (Article 9(2)(a) UK GDPR) and processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment (Article 9(2)(b) UK GDPR). As well as processing is necessary for reasons of substantial public interest (Article 9(2)(g) UK GDPR) (DPA 2018, Sch.1, Part 1 and Sch.2, S.6, S.9-11, and S.21).

Where do we obtain personal information from for the Vetting process?

From your employer to commence the application process.

From yourself when completing the application form/any follow up interview/clarification requests.

Police National Computer.

Police National Database.

Experian.

How will my personal data be processed?

The personal information obtained through the vetting process is handled in accordance with the data protection legislation. In particular we ensure that personal information is handled fairly and lawfully with appropriate justification. We strive to ensure that any personal information used by us is of the highest quality in terms of accuracy, relevance, adequacy and non-excessiveness, is kept as up-to-date as required, is protected appropriately, and is reviewed, retained and securely destroyed when no longer required. All associated data rights are respected.

PNVS does make use of auto-transcription software for interviews, which utilises approved and assured AI capabilities. The outputs of this are all verified by vetting staff to ensure accuracy.

Who will my personal data be disclosed to by Police National Vetting Service?

Your personal details will not be released without your approval to any other individuals or companies, apart from other appropriate departments within this force, another police force or relevant external agency where required for vetting purposes (see section Where do we obtain personal information from).

Where vetting is declined, this outcome will be communicated to your employer. Please note that while the decision will be shared, the specific reasons for the vetting refusal will not be disclosed to your employer.

It may be shared with other Forces/agencies as appropriate and relevant.

While the primary purpose of collecting and processing personal data within the Police National Vetting Service (PNVS) is to assess suitability for police-related roles, there are circumstances where data may be used for other lawful purposes.

These include safeguarding, public protection, and maintaining the integrity of police operations.

In line with Common Law Police Disclosure (CLPD), PNVS may share or use personal data outside of the vetting process when there is a pressing social need, such as:

- Protecting the public or vulnerable individuals from harm
- Safeguarding police assets, operations, or reputation
- Preventing crime or misconduct within policing environments
- Supporting internal investigations or risk assessments

This may include disclosure to internal departments, external agencies, or regulatory bodies where necessary, proportionate, and relevant. Decisions to use or share data in this way are made on a case-by-case basis, with appropriate oversight and safeguards in place.

We are committed to ensuring that all data handling complies with applicable UK data protection legislation. Individuals will be notified of any such use where appropriate and have the right to request information about how their data is being processed.

Please see the [Vetting Code of Practice | College of Policing](#) for additional information.

How long does Police National Vetting Service retain personal information obtained for the vetting process.

Personal data will not be retained for longer than is necessary and held in accordance with force retention schedules, after which it will be disposed of securely (see the Force [privacy notice](#) for further details).

What are my rights under the UK GDPR?

Full details of those rights and how to exercise them can be found in the high-level privacy notice on the [website](#).

Or by emailing: dataprotectionofficerwarks@warwickshire.police.uk

Who can I lodge a complaint with if I am unhappy about the way my personal data is processed?

You should initially raise any concerns with the Data Protection Officer dataprotectionofficerwarks@warwickshire.police.uk, who will work with relevant departments to try and resolve any issues.

Should you remain dissatisfied you may lodge a complaint with the Information Commissioner's Office. Their contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk

Will my personal data be used for automated decision-making, including profiling?

No, all decisions are reviewed in person by vetting staff.