



STAFFORDSHIRE  
**POLICE**

# Data Protection Impact Assessment

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## Operation Jafar – Track and Trace

### **Stage 1**

*A Data Protection Impact Assessment (DPIA) is a mandatory requirement under the Data Protection Act (2018). Publication improves transparency and can increase the public's understanding of how their information is used.*

The Stage 1 DPIA identifies the high level criteria that identify if further risk analysis is required.

The Project manager and Information Asset Owner will complete the stage 1 document and send to the Deputy Data Protection Officer (DDPO)

A decision will be made (after consultation with the Information Security Officer and / or the Data Protection Officer in the event of any ambiguity) on whether the Stage 2 DPIA has to be completed.

This Stage 1 DPIA should be completed at the beginning of any major project involving the use of personal data, or if you are making a significant change to an existing process. The final outcomes should be integrated back into the project plan.

Should you have any queries in relation to the Data Protection Impact Assessment Process then please contact the Deputy Data Protection Officer at [SPDPO@staffordshire.pnn.police.uk](mailto:SPDPO@staffordshire.pnn.police.uk)

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Version	Version date	Requester of change	Summary of change(s)
1.0	19.10.20	Head Of Neighbourhood Policing	New issue

**DOCUMENT REFERENCES**

Ref	Document Name	Version Number
Doc 1	MOU DHSC and NPCC	1.0

<b>DDPO Assessment</b>		
<b>***DDPO Use Only***</b>		
A. DPIA part 2 is not mandatory.	<input checked="" type="checkbox"/>	
B. DPIA part 2 is not required as long as the remedial action listed is carried out. If the remedial action is not carried out, a DPIA Part 2 will be required.	<input type="checkbox"/>	
C. DPIA Part 2 is mandatory.	<input type="checkbox"/>	
<b>Publication Scheme</b>		
Can this DPIA be uploaded to the Publication Scheme, if not give reasons why i.e. sensitive material included that could disrupt policing operations	<input checked="" type="checkbox"/>	

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**Data Protection Impact Assessment (DPIA) Part 1**

Please provide as much detail as possible, avoiding technical language and acronyms, explaining the proposal in a way that someone with no prior knowledge could easily understand.

**Section 1 - Governance**

Project Proposal Name:	Operation Jafar – track and trace
Information Asset Owner:	Assistant Chief Constable
Project Manager/Lead:	Head of Neighbourhood Policing
DPIA Coordinator:	Chief Information Officer
Date on which processing will commence:	19.10.20
Date submitted to DDPO:	19.10.20

**Note:** DDPO will give an **initial response** within 10 working days of receiving the completed form.

**Section 2 - Purpose, Scope and Context**

In this section you must explain what the processing is, who it will involve, and the intended impact. You must also demonstrate why the processing is necessary and proportionate, providing evidence to support your assessment.

- The processing must be **necessary** for the specific objective of the proposal.
- It must also be **proportionate**, meaning that the advantages resulting from the processing should not be outweighed by the disadvantages to individuals.

**2.1 Please briefly explain the specific aim and purpose of the proposal in a way that someone with no prior knowledge could easily understand; avoid technical language and acronyms.**

Staffordshire police will receive information from local authority partners, Dept of Health and other partners on Covid 19 track and trace data

**2.2 What categories of personal data will be processed?** Provide an overview of the categories of personal data that will be processed, for example: names, DOBs, addresses, health data, criminal records, or any other unique identifiers such as IP addresses, usernames, e-mail addresses.

Name, age, address, gender, and date of test, plus some other misc police information

**2.3 Will special category data be used in the proposal? (Select all that apply)**

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- |  |   |
|--|---|
| <input type="checkbox"/> Race                  | <input type="checkbox"/> Trade union membership |
| <input type="checkbox"/> Ethnic origin         | <input type="checkbox"/> Genetic Data           |
| <input type="checkbox"/> Political opinions    | <input type="checkbox"/> Biometric Data         |
| <input type="checkbox"/> Sex life              | <input type="checkbox"/> Sexual orientation     |
| <input type="checkbox"/> Religion              | <input checked="" type="checkbox"/> Health      |
| <input type="checkbox"/> Philosophical beliefs | <input type="checkbox"/> None                   |

**2.4 How will the data be collected?** Briefly outline how you will obtain the data, examples include: directly from data subjects, from another data set already in the Staffordshire Police's possession, from a different force.

Data is being sent through the government track and trace system , either through the local authority having conducted a proportionate effort to make contact with those who have tested positive, or on a case by case basis on request from the police to the dept of health

**2.5 How will the data be used?** Briefly describe how the data will be used, recorded, and stored and who it will be shared with.

Data will be used to assess if people testing for Covid 19 positive are complying with isolation laws, and not in breach of said laws.

**2.6 How many individuals will the processing affect?** (Please specify one answer below)

- Fewer than 100 data subjects
- 100 to 1000 data subjects
- 1000 to 5000 data subjects
- More than 5000 data subjects

**2.7 What categories of data subject are involved?** (Please select all applicable categories below)

- Persons suspected of having committed or being about to commit a criminal offence
- Persons convicted of a criminal offence
- Persons who are or may be victims of a criminal offence
- Witnesses or other persons with information about offences
- Children or vulnerable individuals
- Staffordshire Police staff (current and former)
- Other

If other then please provide further details below:

Test positive for Covid 19 under the track and trace scheme from the DHSC

**2.8 Will it involve the collection of new information about individuals?** Will Staffordshire Police collect data that it has not previously collected or had access to?

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<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>2.9 Data Sharing</b> <b>Does the processing involve:</b>	
<b>Select one option</b>	
2.10.1	Data being shared with third parties external to Staffordshire Police or recipients that have not previously had routine access to the information?
2.10.2	Transferring data outside the UK but within the EU?
2.10.3	Transferring data outside the EU?
2.10.4	Storing data using a cloud service provider?
2.10.5	Is there an ISA, contract, or other sharing agreement in place with all parties with whom data will be shared?
<b>2.10 Why it is necessary to use personal data to achieve the aim and why can't the aim be achieved by other means?</b> For example, can the aim be achieved by using less data or different types of data? Are all categories of data necessary to achieve the aim?	
This is in response to law enforcement of Covid 19 positive cases that may be in breach of the Health regulations 2020. This is a novel situation. It is a single source of that information and not available through other means.	
<b>2.11 Explain how the use of personal data is proportionate to the aim of the proposal.</b> Weigh the advantages of achieving your purpose against disadvantages to data subjects.	
Not able to process any other way, and maintaining safety of Staffordshire citizens and reduce infection rate and protect life.	

**Section 3 – Lawful Basis**

**3.1 Lawful Basis**

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To process personal data you must have a lawful basis. Please select the one appropriate lawful basis from the drop down list.

Lawful Basis for **Operational Data** (Personal data processed for law enforcement purposes):  
Necessary for a law enforcement purpose

Lawful Basis for **Administrative Data** (Personal data processed for non-law enforcement purposes, e.g. for HR or Commercial purposes):  
Choose an item

**3.2 Further Special Category Lawful Basis**

If processing special category data (section 2.3) you must have identified a further lawful condition

**Operational Data:**

The processing is strictly necessary (please tick to confirm)

**AND**

One of the following conditions applies (select from the list):

Safeguarding children and individuals at risk

**Administrative Data:**

It is necessary for one of the following conditions (select from the list):

Choose an item.

**OR**

It is in the substantial public interest (tick to confirm)

**AND** for the following purpose:

Statutory function

**Section 4 – Review, Retention and Disposal**

**4.1 Does the proposal have a review, retention and disposal process that complies with Staffordshire Police Policy?** All records must have an initial retention period set by the owner of the information when first created or received; review and disposal criteria are defined within the Staffordshire Police Retention and Disposal Schedule on the policy database.

Yes

No

**Section 5 – ICO: Additional Factors**

The Information Commissioner's Office have published a number of factors that present a 'high risk' when processing personal data. Saying yes to one or more of the following may indicate that the processing is high risk and a Stage 2 DPIA is likely to be required.

**Does the processing involve:**

**Please  
check  
either  
Yes or  
No**

**If 'Yes' then please  
provide further  
details**

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5.1	<p><b>Systematic, extensive and large scale profiling and automated decision-making about people?</b>  <i>"Any systematic and extensive evaluation of personal aspects relating to natural persons which is based on automated processing, including profiling, and on which decisions are based that produce legal effects, or significantly affect the natural person"</i></p> <p>Profiling is any form of processing where personal data is used to evaluate certain personal aspects relating to an individual, including the analysis or prediction of an individual's performance.</p> <p>Automated decision-making involves making a decision that affects someone by technological means without human involvement, for example issuing speeding fines solely based on evidence captured from speed cameras.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>Not systematic, case by case, and it is to inform response to requests</p>
5.2	<p><b>Large scale use of special category data or criminal offence data?</b>  <i>"Processing on a large scale of special categories of data, or personal data relating to criminal convictions and offences referred to in Article 10"</i></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>This is case by case</p>
5.3	<p><b>Public monitoring?</b>  <i>"Systematic monitoring of a publicly accessible area on a large scale"</i></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5.4	<p><b>New technologies or techniques?</b>  <i>"Processing involving the use of new technologies, or the novel application of existing technologies (including Artificial Intelligence)"</i></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5.5	<p><b>Profiling, automated decision-making or special category data to help make decisions on someone's access to a service, opportunity or benefit?</b>  <i>"Decisions about an individual's access to a product, service, opportunity or benefit which is based to any extent on automated decision-making (including</i></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>Law enforcement only</p>

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	<i>profiling) or involves the processing of special category data"</i>		
5.6	<p><b>Biometrics/genetic data?</b>  <i>"Any processing of biometric data" and/or "any processing of genetic data other than that processed by an individual GP or health professional, for the provision of health care direct to the data subject" Biometric data can include Facial Recognition technology, fingerprints and is defined as</i></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5.7	<p><b>Data matching?</b>  <i>"Combining, comparing or matching personal data obtained from multiple sources"</i></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5.8	<p><b>Invisible processing?</b>  <i>"Processing of personal data that has not been obtained direct from the data subject in circumstances where providing a Privacy Notice would prove impossible or involve disproportionate effort"</i></p> <p>For example, when gathering data, without the knowledge of the data subject, in the course of a Police investigation.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5.9	<p><b>Tracking?</b>  <i>"Processing which involves tracking an individual's geolocation or behaviour, including but not limited to the online environment"</i></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	We are not tracking – this is the government scheme that we are checking and enforcing
5.10	<p><b>Targeting of children or other vulnerable individuals?</b>  <i>"The use of the personal data of children or other vulnerable individuals for marketing purposes, profiling or other automated decision-making, or if you intend to offer online services directly to children</i></p> <p>For example, the use of personal data relating to children for the purposes of marketing their online safety products.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	This safeguards all residents of Staffordshire
5.11	<p><b>Risk of physical harm?</b>  <i>"Processing is of such a nature that a personal data breach could jeopardise the [physical] health or safety of individuals".</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If information on test positive were to leak , it could affect the safety of that individual

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	For example, if data relating to CSAE, HUMINT or protected persons data was compromised then it could jeopardise the safety of individuals.		
5.12	<b>Evaluation or scoring?</b> <i>"Aspects concerning the data subject's performance at work, economic situation, health, personal preferences or interests, reliability or behaviour, location or movements" For example, as part of a recruitment process.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5.13	<b>Data processed on a large scale.</b> <i>Considerations include:</i> <ul style="list-style-type: none"><li><i>• The number of data subjects concerned</i></li><li><i>• Volume of data and/or range of data items</i></li><li><i>• Duration, or permanence, of the data processing</i></li><li><i>• Geographical extent of data processing</i></li></ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Although this could affect all of Staffordshire, the number of cases is less than 1% , the data will be stored in police systems and the spreadsheet being used to update information to the partners will; be held for less than 60 days (30 days retention policy )
5.14	<b>Preventing data subjects from exercising a right?</b> <i>The rights are:</i> <ul style="list-style-type: none"><li><i>• The right to be informed</i></li><li><i>• The right to access data</i></li><li><i>• The right to rectification</i></li><li><i>• The right to erasure</i></li><li><i>• The right to restrict processing</i></li><li><i>• The right to object</i></li><li><i>• The right to portability</i></li><li><i>• Rights relating to automated processing</i></li></ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Please forward the completed form the Staffordshire Police Deputy Data Protection Officer. [SPDPO@staffordshire.pnn.police.uk](mailto:SPDPO@staffordshire.pnn.police.uk).

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**Summary of Initial DDPO advice:**

**DDPO – as below – in agreement , can go straight to publication scheme**

**Additional advice from ISO and or DPO**

DPO comment: Lawful purpose is clear and required. No further DPIA required, no DSA, DPA agreements required. No system / storage issues

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