

Child-Friendly Privacy Notice

Note, this is the child-friendly summary of (and not a substitute for) the Adult version of our [Privacy Notice](#).

This page is about how the Met uses and looks after the information we have got about you. We also explain your rights about the information we hold about you.

1. What is Personal Data?

Your personal data is any information that can be used to identify you. This is the type of information that the Met hold about you. This could be things like your name or a photo of you, it could even be things like your personal email address or your social media username.

There are some types of data we have to be extra careful with. These are known as special category data. This could be something like your sexual orientation, religion or ethnic origin.

However, we will only use the minimum amount of this personal information when necessary to prevent crimes and to uphold the law.

2. Why do we use your personal data?

The main reason the Met gathers and uses your personal data is to know who you are. This is so that we have all the information in order to help you.

If there are crimes that you need protecting from, your personal data can help us find and stop these crimes.

We will only use personal information when the law allows us to and where it is needed and reasonable for us to do so.

3. Whose personal data do we handle?

There are certain situations where we would process your information, these could be when you are:

- a victim
- a witness
- a person suspected of committing an offence
- a person making a complaint or asking a question

We handle your personal information in many different ways, both electronically and paper based. For example, this can be in the form of paper case files, emails or even CCTV.

4. Can we use your personal data for anything?

No. Even though the Met has your personal data, this doesn't mean we can do what we want with it, we have to follow some rules.

Sometimes we have to ask you if we can use it, and if you say no then we can't. However, most of the time, we will need to use your personal data when we do our police work, and we can do this without asking you first.

We would never share your personal data with anyone else unless you tell us we can, or we think that doing so will protect you from harm or the law tells us to.

5. How long do we keep your data?

We will keep your personal data for as long as needed for our police work.

There are different rules for different types of data and we make sure we are following all the rules. A more detailed explanation can be found on the Adult version of our [Privacy Notice](#).

6. What can you do about the data we hold on you?

The law gives you 'rights' over the personal information the Met holds on you, this means you can:

- Ask us how we gather and use your information
- Ask for a copy of your information
- Ask us to change your information, if you think it's incorrect
- Ask us to delete your information where there is no reason in law for us to keep it
- Ask us to stop using your information, if you have a specific reason

If you would like to ask us to do any of the above, you can contact the Data Office by email at: mpsdataoffice@met.police.uk

Or write to us:
MPS Data Office
PO Box 313
Sidcup
DA15 0HH

Or you can visit any police station and ask in person.

If you do ask us for any of the above, it can help to have an adult to help you as we may need to check your identity. Once you have asked us, the law says we have to get back to you within a month.

7. Contact Information

If you feel that we are not handling your data correctly or are not following the rules, you can:

Write to us:
MPS Data Office
PO Box 313
Sidcup
DA15 0HH

Or email us: mpsdataoffice@met.police.uk

You can also make a complaint to the Information Commissioner's Office, details of how to do so are on their website: ico.org.uk/concerns.

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