

Version 2.1 (Booth Project Volunteers Recorded After 1st January 2015)

Privacy Notice – National VIPER® Bureau

Consent Form (for use only by juvenile volunteers recorded without parent/guardian present)

Payment version

“I give consent for my image to be recorded and stored on the National VIPER® Bureau Video Identification Database. I agree that my image(s) will be used in the production of video ID parades (including the training of staff) and will be retained only as long as my image is suitable for use by the National VIPER® Bureau. I have received a payment to cover all claims I have relating to this recording and its future use. I have been made aware that once recorded, if my image is **not** suitable for the database, I will not receive a payment.”

“The full privacy notice is on our website: www.viper.police.uk or available for your reference at the image recording session.”

Non Payment Version

“I give consent for my image to be recorded and stored on the National VIPER® Bureau Video Identification Database. I agree that my image(s) will be used in the production of video ID parades (including the training of staff) and will be retained for as long as my image is suitable for use by the National VIPER® Bureau.”

“The full privacy notice is on our website: www.viper.police.uk or available for your reference at the image recording session.”

Leaflet and Marketing Materials

Leaflet:

“Why do you need my personal details and what happens to them?”

You will only be asked to provide the following information:

- Age
- Nationality

All personal information supplied is stored securely in accordance with the Data Protection Act 1998. Any personal information provided will not appear on the video identification parade, only a moving image of your head and shoulders will be visible.

Juveniles (persons aged 17 or under) recorded without the presence of a parent or guardian are required to complete and provide a signed consent form prior to the volunteer recording session. The volunteer retains the consent form as a record of their image being recorded. Only the image, age and nationality are kept by VIPER®.

At the start of the recording process you will receive a card with a unique reference number on. This is kept by yourself as a record of your image being recorded. Please keep this card safe as it is the only way for us to identify your information. If you wish to make a subject access request to view

your information you will need to provide the card. If you don't provide the card or the unique number we will be unable to provide the information.

Where will my images be used?

Your image will only be used within VIPER® video identification parades.”

“The full privacy notice is on our website: www.viper.police.uk or available for your reference at the image recording session.” (On back of Leaflet)

Booklet:

“Consent

To consent to their image being recorded all volunteers are required to read and agree to the Terms and Conditions as stated in the Privacy Notice. The Privacy Notice is made available to volunteers at all recording locations and on the VIPER website www.viper.police.uk.

The personal information you provide (age and nationality) is not made visible for anyone to see and, along with your image is handled in accordance with The Data Protection Act 1998. Your image is allocated a unique reference number instead of a name and from that point onwards the image will always be referred to by that number.

Juveniles recorded without a parent or guardian present, are required to complete and provide a signed consent form prior to the volunteer recording session. However, the volunteer will only be recorded once all relevant parts of the consent form have been examined by the Database Officer and satisfy legal requirements for those 17 or under. The volunteer will then keep the consent form as a record of their image being recorded, only the image, age and nationality are kept by VIPER®.

Why do you need my personal details and what happens to them?

In addition to having your image recorded you will be asked to provide the following information:

- Age
- Nationality

Your image, age and nationality details are stored securely, in accordance with The Data Protection Act 1998. This information will only be used to categorise your image on the database.

When your image is included on the National VIPER® Video Identification Database, it is issued a unique reference number for use in video identification parades. This unique number is the only information provided along with your image so that when an identification parade is produced, it is known which images are to be included alongside the suspect. Your image will only appear on a video identification parade if the suspect's image and your appearance are similar. No personal information will be displayed.

At the start of the recording process you will receive a card with a unique reference number on. This is kept by yourself as a record of your image being recorded. Please keep this card safe as it is the only way for us to identify your information. If you wish to make a subject access request to view your information you will need to provide the card. If you don't provide the card or the unique number we will be unable to provide the information.”

“The full privacy notice is on our website: www.viper.police.uk or available for your reference at the image recording session.” (On back of booklet)

Volunteer Recording Pull Up Banner FAQ's

“Why do you need my personal details and what happens to them? (no.5)

You will only be asked to provide the following information:

- Age
- Nationality

All personal information supplied is stored securely in accordance with The Data Protection Act 1998. Any personal information provided will not appear on the video identification parade, only a moving image of your head and shoulders will be visible.

Juveniles (persons aged 17 or under) recorded without the presence of a parent or guardian are required to complete and provide a signed consent form prior to the volunteer recording session. The volunteer will then keep the consent form as a record of their image being recorded, only the image, age and nationality are kept by VIPER®.

At the start of the recording process all volunteers will receive a card with a unique reference number on. This is kept by yourself as a record of your image being recorded. Please keep this card safe as it is the only way for us to identify your information. If you wish to make a subject access request to view your information you will need to provide the card. If you don't provide the card or the unique number we will be unable to provide the information.

Where will my images be used? (no.4)

Your image will only be used within VIPER® video identification parades.

The full privacy notice is on our website: www.viper.police.uk or available for your reference at the image recording session.”

Website Full Privacy Notice

Identity of the organisation

The National VIPER® Bureau is operated by the Police and Crime Commissioner for West Yorkshire.

The National VIPER® Bureau provides video identification parades to police forces and other agencies* within the criminal justice system for the prevention and detection of crime.

*Royal Military Police, Royal Air Force, CPS

Members of the public can volunteer for their image to be recorded for inclusion in the National VIPER® Bureau Video Identification Database. The information we hold about the volunteer includes their image, their age and nationality. If the volunteer is aged 17 or under, consent is required from either a parent or guardian. The volunteer will then keep the consent form as a record of their image being recorded, only the image, age and nationality are kept by VIPER®.

Sharing of Information

- Your image will be used in VIPER® video identification parades in support of the criminal justice system.
- Your image will be displayed in video identification parades with only a generic reference number or symbol visible, pertaining to your position in the parade.
- Your image, age (at the time of recording) and nationality are stored securely by the National VIPER® Bureau and in accordance with The Data Protection Act 1998.
- These details can only be supplied to the subject of the recording following a successful subject access request.
- To complete a successful subject access request, the applicant must provide the unique reference as supplied during the recording process.
- A failure to complete this process will prevent VIPER® from being able to search our records for your information.

Your Declaration

- I understand that if the person to be recorded is 17 years of age or under, an appropriate adult must sign a consent form.
- I understand the volunteer retains the consent form as a record of their image being recorded, only the image, age and nationality are kept by VIPER®.
- I understand my image will be stored securely on the National VIPER® Bureau Video Identification Database.
- I understand you will use the information I have provided to process my image for inclusion on the National VIPER® Bureau Video Identification Database.
- I understand you will not supply the information provided with any other agencies.
- I understand my image will be used in VIPER® Video Identification Parades in support of the criminal justice system.
- I understand my personal details are only accessible by the subject of the recording /volunteer following successful completion of a subject access request, which must include the unique reference supplied to the subject of the recording/volunteer at the time of recording. A photo of the subject must also be provided.
- I understand my image may be used for training staff within the criminal justice system in support of video identification.
- I understand my personal information will be retained only as long as my image is suitable for use by the National VIPER® Bureau.

How to Contact Us

The Data Controller for the National VIPER® Bureau is the Police and Crime Commissioner for West Yorkshire.

If you wish to make a subject access request to view the information we hold about you, please use the following link to the Police and Crime Commissioner for West Yorkshire website. [Click Here](#)