



HM Prison &
Probation Service

HM Prisons Visitor Privacy Notice

PURPOSE

This privacy notice explains the standards that you can expect from HMPPS

- When we request, use or hold personal information ('personal data') about you;
- How you can get access to a copy of your personal data;
- How you can complain if you think we have done something wrong.

The way we deal with your information has not changed, but this notice is an update to the previous one to clarify the information you need to know.

HM Prisons is one part of Her Majesty's Prison and Probation Service (HMPPS) which is part of the Ministry of Justice (MoJ).

Definitions

Data Controller has the same meaning as defined under Article 4 of the GDPR and Section 3 (6) of the Data Protection Act 2018.

Personal data or Personal Information has the same meaning as defined under Article 4 of the GDPR and Section 3 (2) the Data Protection Act 2018

The MoJ is the data controller for the personal information we hold in HMPPS. We need to collect your personal information to carry out our statutory functions including our duty to comply with Prison Rules permitting social and professional visits in the Prison

Types of personal data we process

We only process personal data that is relevant for you being permitted to visit a Prison Site. This includes but is not limited to: your name and address, telephone number, date of birth, gender, fingerprints and images



HM Prison & Probation Service

Purpose of processing and the lawful basis for the process

Your personal information that we collect is used to help us identify you on entry and exit to a prison site.

We also have a lawful duty of maintenance of security, good order and discipline and the prevention and detection of crime in Prisons. We therefore collect and use your personal information to enable us to comply with legal obligations in the Prison Act 1952, the Prison Rules 1999, Offender Management Act 2007 and the Children's Act 2004. We are also obliged to process your personal data for law enforcement purposes under Part 3 of the Data Protection Act 2018 for the performance of a task carried out by the Prison Service. Where applicable, we also process your data with your consent as a visitor to the Prison under the GDPR.

Who the information may be shared with

We sometimes need to share the personal information we collect with other organisations. Where this is necessary we will comply with all aspects of the data protection legislations i.e. under Part 3 of the Data Protection Act 2018 or the GDPR. We sometimes also share some information about you with other statutory organisations

Retention period for information collected

We have a detailed policy as to how long we need to keep your personal information. Our retention policy can be found on .Gov.UK or you can contact the Visits Staff at the Prison

Access to Personal Information

You can find out if we hold any personal data about you by making a 'subject access request'. If you wish to make a subject access request please speak to Visits Staff at the Prison. Alternatively, you may send your request for personal information to this email address and we will process your request as required under the data protection legislation. data.access@justice.gov.uk

When we ask you for personal data

We will inform you why we need your personal data and only ask for the personal data we need and not collect information that is irrelevant or excessive;

- You can refuse to agree to share information at any time, but this would prevent you from visiting a Prisons site
- We will only, where legal, relevant and necessary, share your personal information with other organisations;



HM Prison & Probation Service

- We will make sure we don't keep your personal information longer than is necessary;
- We will not make your personal information available for sale to others;
- We will consider your request to correct, stop collecting or delete your personal information if relevant and legal, but this will prevent you being able to visit a Prison site.

You can get more details on:

- Our instructions to staff on how to collect and manage your personal information;
- How we check that the information we hold is accurate and up-to-date;
- How to make a complaint;

For more information about the above points, please ask a member of visits staff.

Data Protection Officer

We have a data protection officer based at the Ministry of Justice, 102 Petty France, London, SW1H 9AJ

Complaints

When we ask you for information, we will keep to the law. If you consider that your personal information has been handled incorrectly, you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

April 2020