



Her Majesty's Prison and Probation Service Privacy Notice USE OF YOUR PERSONAL INFORMATION

PURPOSE

This privacy notice explains the standards that you can expect from Her Majesty's Prison and Probation Service when we request, use or hold personal information ('personal data') about you; how you can get access to a copy of your personal data; and how you can complain if you think we've done something wrong.

The way we deal with your personal information hasn't changed, but this notice is an update to the previous one to make it easier for you to understand.

HMPPS is part of the Ministry of Justice (MoJ). MoJ is the data controller for the personal information we hold. HMPPS collects and uses personal data to help carry out sentences given by the courts, in custody and the community, and to rehabilitate people in our care through education and employment.

Types of personal data we process

We only process personal data to help provide services to you. This data may include; addresses, email addresses, national insurance numbers, nationality and ethnicity, financial information, sexual orientation, information about offences or alleged offences, next of kin details.

Why do we collect information and what lawful basis do we have for the collection?

The data we collect is used to help carry out sentences given by the courts, rehabilitate people in our care, the safe running of the establishment, and the prevention or detection of crime under the Prison Act 1952 and relevant rules made under that Act (the Prison Rules 1999, the Young Offender Institution Rules 2000), Offender Management Act 2007, and the Legal Aid, Sentencing and Punishment of Offenders Act 2012.

Who the information may be shared with

We sometimes need to share the personal information we hold about you with yourselves, and also with other organisations. We will always share personal



data in a lawful way. The organisations we share your personal information with are:

- Department of Work and Pensions
- Home Office
- Border Agency
- Police
- Community Rehabilitation Companies (CRCs)
- local authorities
- private and voluntary sector organisations who help us deliver education and rehabilitation, and provide things like newspapers and personal items.

Personal data is only shared outside the MoJ when the law allows.

Sharing personal data with another country

We sometimes have to transfer your personal information overseas. For example, when a child or young person in custody is transferred to another country to complete their sentence, or when someone is returned home after their sentence is complete. Information can be supplied to some foreign embassies where there is an access agreement. Any transfers made will be in full compliance with all aspects of the data protection law.

Retention period for information collected

The period we keep your information for can change depending on the length of sentence (if applicable), the type of information held, and the business need for that information. The rules for keeping information are detailed in the Archiving, Retention and Disposal policy. For further advice on this or for a copy of the policy please contact **your local Information Access representative in your establishment**.

Access to your personal information

You can find out if we hold any personal data about you by making a 'subject access request'. If you wish to do this please contact:



Your local Information Access representative in your establishment.

When we ask you for your personal data

We promise to tell you why we need your personal data and to only ask for the information we need;

- You can discuss with **the Unit Officer** if you have any questions about the data collected;
- Your data will be protected, and no unauthorised person will have access to it;
- We will make sure we don't keep your information for longer than is required;
- We will not sell your personal data;
- We will consider your requests to change or delete the information we hold on you, and if the law requires us to we will stop using parts of it;
- We may sometimes use your contact information to ask if you would like to complete a customer service survey. We use this information to see how we might improve our services.

You can get more details on:

- Agreements we have with other organisations for sharing information;
- How we produce reports and statistics with personal information removed;
- Our instructions to staff members on how to collect, use or delete your personal information;
- How we check that the information we hold is correct and up-to-date;
- How to make a complaint.

For more information on the above please speak to **your local information access representative**.

Complaints

When we ask you for information, we will obey the law. If you consider that your personal information has been handled incorrectly, you can contact the



HM Prison &
Probation Service



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

On behalf of the MoJ Data Protection Officer.

102 Petty France
London
SW1H 9AJ