

## **Data Protection Policy and Privacy Notice**

### **Introduction**

The Parole Board is an independent body that works with other criminal justice agencies to protect the public by risk assessing prisoners to decide whether they can be safely released into the community or in some cases progressed to open conditions.

### **Policy document**

The Parole Board is a “public authority” as defined by the Freedom of Information Act 2000. The Parole Board carries out specific tasks in the public interest. The Parole Board’s lawful basis for processing personal data is Article 6(1)(e) (public task) of the General Data Protection Regulation (GDPR): processing is necessary for the performance of a task carried out in the public interest. Our processing is necessary for the performance of a task carried out in the public interest as it is necessary for the administration of justice and the exercise of a function of the Crown, a Minister of the Crown or a government department.

This policy document explains the Parole Board’s procedures for securing compliance with the principles in Article 5 of the GDPR (principles relating to processing of personal data) and explains the Parole Board’s policies as regards the retention and erasure of personal data.

We collect and process personal information about you where it is relevant to parole proceedings. We do this to fulfil our statutory role, as set out in the Parole Board Rules 2016 (amended 2018).

### **Data and information**

#### **What information do we collect about you and why do we do this?**

The Parole Board holds parole hearings about prisoners using dossiers provided by Her Majesty’s Prisons and Probation Service (HMPPS).

The information contained within parole dossiers is not owned by the Parole Board and is the property of HMPPS. As such, we do not collect this information but we do have access to it in order to carry out our work.

Due to the nature of our work in parole proceedings, this is often sensitive information. The information we collect can include personal characteristics, criminal record

information, local authority record information, health information and some other types of information. We hold this material where it is relevant to our statutory role.

The Parole Board also collects personal data from members of the public, including but not limited to, victims of crime. This data collection is part of standard business operations and is only processed in accordance with the purpose for which it is supplied. It is not passed to third parties.

### **Where do we collect this information?**

Most of the information we use to undertake parole reviews is provided to us in a parole dossier from HMPPS. We will also collect information from you at oral parole hearings, from any written representations you submit, from you over the telephone, from other parties involved in the case and also any other person the Parole Board considers it necessary to speak to.

Personal and sensitive information is discussed at the hearing and may be summarised in notes and the decision letter. The type of personal and/or sensitive information we collect about prisoners is described above.

Oral hearings are digitally recorded and stored securely as MP3 files.

We may want to contact you once the parole proceedings have ended to obtain feedback on our services or to ask whether you would be willing to take part in research undertaken or supported by the Parole Board.

### **How will we use your information?**

We use this information to make decisions about parole or providing advice to the Secretary of State for Justice, where the Board has been asked to do so.

Sometimes information is shared as part of projects, pilots, complaints analysis or research to do with parole proceedings. We will only publish data related to these in a way which means individuals cannot be identified.

The Parole Board may release a summary of the decision and reasons for it to either a victim in the case, or to someone else who asks for it if they can demonstrate there is a public interest in doing so.

All personal data held by the Parole Board will be:

- Processed lawfully, fairly and in a transparent manner;
- Collected for the purposes of the public interest in order that we can consider parole applications fairly;
- Adequate and limited to what is necessary;
- Accurate and kept up to date;
- Kept for no longer than is necessary; and
- Processed securely.

We also approve the provision of transcripts of oral hearings where there is a justified reason for this.

## **Who will we share the information with?**

Information is shared with Her Majesty's Prison and Probation Service and with the other parties involved in the case.

However, it may sometimes be shared with other professionals and certain third parties, including other government departments who are conducting research projects. This may be to monitor the efficiency of parole proceedings, help with policy development, monitor compliance with key performance indicators (KPIs), or assist with the development of good practice.

We may share your case information with individual researchers, subject to approval from the Parole Board Research Governance Group (RGG). Individual researchers must sign and comply with a confidentiality agreement. The original data will be anonymised before sharing beyond the approved researchers and before the research is disseminated, and no individual will be identifiable from any published information.

Anonymised information may be published in the form of statistics on our website and/or in our annual report, as well as shared with others in the criminal justice system.

## **Retention**

Personal data is retained only for as long as is necessary in accordance with our retention schedule.

## **How do we keep your information secure?**

We understand that, due to the nature of the work we carry out with offenders and victims, we often deal with sensitive personal information. It is our duty to handle this information correctly and protect it from falling into the wrong hands. We protect it by holding information on our secure electronic case management system. We also communicate all information by secure methods, either by secure postal services or electronically via secure email. This ensures that only those with the right to view the information can access it.

If we suspect that personal information has gone missing we will investigate thoroughly, and inform the person whose data has been lost and the Information Commissioner's office, where appropriate.

## **Can I see what information you hold about me?**

You have the right to see a copy of the personal information the Parole Board holds about you (this is called a Subject Access Request).

## **Can you correct my information if I tell you it is wrong?**

You have a right to ask us to correct any inaccuracies in the information we hold about you. Please contact your case manager if any of the information we have recorded about you is not correct or is out of date. We will either amend the information, refer to HMPPS if it is their data, or add a note to show that it is contested.

## **What to do if you think there is a problem with the way we handle your information**

Please contact us if you have any questions about our privacy notice, the information we hold about you, or how we handle this information:

### **Contact details**

We have appointed a Data Protection Officer. To get in touch, please contact:

Gary Hopper Data Protection Officer The Parole Board for England and Wales 3rd Floor,  
10 South Colonnade London E14 4PU Tel: 020 3965 3117 E-mail:  
gary.hopper@paroleboard.gov.uk

If you have any further concerns about how we handle your information, you have a right to complain to the Information Commissioner's Office (ICO) who regulate compliance with data protection legislation: [ico.org.uk/](http://ico.org.uk/)