

## **NATIONAL RESEARCH COMMITTEE PRIVACY NOTICE**

The Ministry of Justice (MoJ) is committed to the protection and security of your personal information.

The HMPPS National Research Committee (NRC) is a statutory function which exists to ensure research conducted across prisons and probation services in England and Wales is methodologically robust and ethical, adds value to the existing evidence base, is in line with HMPPS and MoJ research priorities and considers the impact of research activity on operational delivery.

As part of the NRC work, information provided to the NRC by applicants is shared with researchers and other relevant staff across government for the purpose of reviewing applications and the sharing of findings and recommendations.

It is important that you read this notice so that you are aware of how and why we are using such information. This privacy notice describes how we collect and use personal information during and after your relationship with us, in accordance with data protection law, and how this data is kept safe and secure. They will be updated regularly.

### **The type of personal data we process**

We currently collect and use the following information:

- **Name**
- **Occupation**
- **Employer**
- **Email Address**
- **Your Research Team / Supervisor's Name**
- **Your Research Team / Supervisor's Occupation**
- **Your Research Team / Supervisor's Email Address**
- **Any other personal data you choose to include on your attached CV or anywhere else within the application.**

### **How we get your personal data and why we have it**

All of the personal information we process is provided to us directly by you for one of the following reasons:

- **As part of a research application submission to the National Research Committee (NRC).**
- **The end of project NRC Summary Report.**

We use the personal data we receive in order to:

- **Contact you with a decision or any questions about your application.**
- **Understand your educational and professional experience in relation to the proposed research activity.**

- **Contact you to discuss your application and/or findings of the research. This may include how your study links with similar research and/or other government work. If requested, your contact details will be forwarded to relevant MoJ, Arm's Length Bodies (ALBs), or Other Government Departments (OGDs) employees who may contact you directly.**

We share this information with:

- **The immediate National Research Committee (NRC) Team.**
- **Analytical, business and regional consultees working within the MoJ who have been granted authorised access to information about submitted research applications. This comprises of experts with wide-ranging technical expertise and justice knowledge who provide advice and feedback to the NRC Team and help to ensure that the project follows best practice.**
- **Relevant analytical and business consultees working within ALBs, OGDs and/or private prison operators contracted by the Ministry of Justice who are authorised to provide feedback on individual research applications related to their subject area or regional location.**
- **Data Sharing Agreements (DSAs) between government departments specify the permitted uses of the data as well as the safeguards in place. This establishes a framework for appropriate processing, including the contents and duration of the share, permitted uses of the data, the legal basis and justification for processing, and the protections in place throughout its lifecycle.**

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- **Public task. It is necessary to process the personal data you provide in order to exercise the statutory function of the Ministry of Justice's National Research Committee, which is to review applications for research involving staff and/or offenders in prison establishments, across the Probation Service or within His Majesty's Prison and Probation Services (HMPPS) Headquarters as outlined under [Research applications: PI 17/2014, PSI 22/2014](#).**

## **International Data Transfers**

There are no international transfers.

## **How we store your personal data**

Personal data is stored securely on the MoJ's internal Research and Evaluation Database, and in accordance with our data retention schedule of 10 years with annual review. At the end of this period your data is securely disposed of.

A downloaded word version of your application and any supporting documentation submitted with the NRC application is shared with relevant analytical and business consultees working within MoJ, HMPPS, ALBs, OGDs and/or private prison operators contracted by the Ministry of Justice, and will be stored and disposed of securely in line with the OFFICIAL-SENSITIVE handling instructions.

## Reviewing NRC applications

Applications will be subject to internal governance processes based on their individual merit.

The [application form and guidance](#) can be found on gov.uk. For projects also requiring approval from health and social care bodies, applications should be made through the [Integrated Research Application System \(IRAS\)](#).

- As part of the review process, your application may be shared for review with MoJ teams covering the different prison estates and, depending on the subject area, consultees working in policy areas related to Young People, Chaplaincy & Faith Services, Sports/Physical Activity, Education, Health and Social Care, Substance Misuse, Staff Learning/Development, Prison Safety, Sexual Offending, Extremism, Diversity & Inclusion, Women, Domestic Violence, Prison IT, Modern Slavery, Security, Accredited & Non-accredited Programmes, Lived Experiences, Prison Catering, as well as prison data specialists.
- Your application may be shared for review with research experts within the following ALBs; The Parole Board for England and Wales, HM Inspectorate of Probation, Youth Justice Board and the Victim's Commissioner.
- External to MoJ, your application may be shared for review with research experts within the following OGDs; Home Office, UK Health Security Agency.
- Applications seeking access to courts data require approval from the HMCTS Data Access Panel (DAP), while access to HMPPS data is given by the MoJ's Data Access Governance Board (DAGB), following preliminary assessment by the Data Access Group (DAG). Applications for both HMPPS and HMCTS data will be assessed by DAG, DAGB and DAP.
- If access to data owned by OGDs is requested, they will require consideration by the separate relevant processes of that department.

[A brief summary of successful applications](#) may be published on gov.uk. There may be exceptions where we do not publish information, for example, to protect the privacy of researchers working on particularly sensitive topics.

## Your Rights

- Your right of **access** - You have the right to ask us for copies of your personal information.

- Your right to **rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to **erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to **restriction** of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to **object** to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to **data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

Depending on the lawful basis on which your personal data is being processed, not all rights will apply.

## Accessing your data

Information on how to request access to copies of your personal information can be found in the [MoJ's personal information charter](#)

## Contact us

If you would like more information or have any questions, please contact us at: [National.Research@justice.gov.uk](mailto:National.Research@justice.gov.uk)

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. If you wish to exercise your data protection rights please contact:

Offender and ex-offenders;  
Branston Registry  
Building 16, S & T Store  
Burton Road  
Branston  
Burton-on-Trent  
Staffordshire  
DE14 3EG

[data.access1@justice.gov.uk](mailto:data.access1@justice.gov.uk)

All others;  
Disclosure Team  
Post point 10.38  
102 Petty France  
London  
SW1H 9AJ

[data.access@justice.gov.uk](mailto:data.access@justice.gov.uk)

## How to complain

If you have any concerns about our use of your personal data, you can contact the MoJ data protection officer;

Data Protection Officer  
Ministry of Justice  
5<sup>th</sup> Floor, Post Point 5.18  
102 Petty France  
London  
SW1H 9AJ

[dpo@justice.gov.uk](mailto:dpo@justice.gov.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113  
ICO website: <https://www.ico.org.uk>

**25<sup>th</sup> September 2024**