

# PRIVACY NOTICE

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## VICTIM INFORMATION SCHEMES

### INTRODUCTION

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We are giving you this Privacy Notice as you consider participation in the Victim Information Schemes operated by PBNI.

PBNI administers three information schemes:

- a)** a Probation Board scheme (PBNIVIS) providing information on those subject to probation supervision;
- b)** a Prison Service Scheme (PRVIS) in relation to certain types of prisoner on behalf of the Northern Ireland Prison Service; and
- c)** a scheme in relation to Mentally Disordered Offenders (MDO) on behalf of the Department of Justice.

This Privacy Notice describes how your personal information will be held and used if you register for any of these schemes.

### PARTICIPATION

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Participation in any of the three information schemes described in the enclosed leaflet is entirely voluntary. Subject to certain requirements and in certain circumstances, participation on behalf of a victim is also available to close family members or legal guardians.

In providing the service, the Probation Board for Northern Ireland, the NI Prison Service and the Department of Justice takes extremely seriously their requirements under data protection law to store and protect your information.

### WHAT INFORMATION WILL THESE INFORMATION SCHEMES HOLD ON YOU?

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If you decide to participate in any of these schemes, there is a statutory requirement for you (or your representative) to provide the schemes with the following:

- Your name, address and date of birth; or
- in the case of someone acting as your representative, the equivalent details and nature of their relationship to you; and
- if acting on behalf of a vulnerable person, that person's consent.

To ensure that the schemes work properly and only for the right cases, you may also be required to confirm the details of the offence of which you have been a victim.

Along with details of any special assistance you might require, these details will be held by PBNI to allow us to deliver the victim information schemes.

### WHO WILL YOUR INFORMATION BE SHARED WITH?

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If you decide to participate in any of these schemes, the information you provide will only be shared with your consent and with particular bodies or organisations.

For example, if you were to decide to avail of a restorative justice or victim support service, your information could be passed on but only with your agreement.

Equally if you wanted to participate in the preparation of representations to the Parole Commissioners, to the Prison Service or to a Health Trust about release, temporary release or hospital discharge that too would only be with your consent.

It is important to note however that if any views or representations are to be submitted to Parole Commissioners in respect of prisoners, to comply with legal requirements, they would have to be made available to the offender.

In MDO cases this is not always the case as, in certain circumstances, the law allows for a patient not to see a victim's report. We will tell you if that were to be the case.

We will advise you in advance of any opportunities to avail of services. If you do not wish to participate or give your consent, then your views and representations will not be submitted.

### HOLDING AND RETAINING YOUR INFORMATION

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Your information will be held securely and confidentially on our computer and paper record systems. Anything factually incorrect in your personal information that you bring to our attention will be amended.

We will only retain your information for as long as necessary and for the purpose of providing you with information and services under the relevant scheme.

Unless you request otherwise, it will be held for five years after the completion of the relevant court order. This is in line with PBNI's Retention and Disposal Schedule which is available on our website at [www.pbni.org.uk](http://www.pbni.org.uk).

### WHAT RIGHTS DO I HAVE?

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Under Data Protection law, you have a series of rights around access to your personal information. You have the right:

- to obtain confirmation that your personal information is being processed, and have access to it;
- to have your personal information rectified if it is inaccurate or incomplete;
- to have your personal information erased and to prevent processing;
- to object to processing, halt or suspend the processing of your personal information while it is being checked; and
- in certain circumstances, a right to "data portability" which means a right to move, copy or transfer personal information easily from one IT environment to another in a safe and secure way.

## HOW DO I COMPLAIN IF I AM NOT HAPPY?

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If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the PBNI Data Protection Officer at:

PBNI Data Protection Officer:

**Telephone:** 028 90262400

**Email:** DPO@pbni.gsi.gov.uk

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at:

### **Information Commissioner's Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

**<https://ico.org.uk/global/contact-us/>**

**Tel:** 0303 123 1113

**Email:** casework@ico.org.uk

CHANGING LIVES FOR SAFER COMMUNITIES