



# PRIVACY NOTICE

## PBNI VOLUNTARY SERVICE USERS

### INTRODUCTION

We are giving you this Privacy Notice as a service user engaging with PBNI on a voluntary basis, either directly with PBNI staff; as part of a multi-agency arrangement; or as a result of your taking part in one of PBNI's non-statutory schemes.

The Probation Board for Northern Ireland takes extremely seriously its requirements under data protection law to store, protect and, if necessary, share your information.

The purpose of this Privacy Notice is therefore to advise you of your personal information that we hold and have access to, who we may share it with, and your rights under data protection law.

### WHO DOES THIS PRIVACY NOTICE APPLY TO?

Your involvement with PBNI could be in one of a number of voluntary engagements that PBNI provides or participates in.

Your engagement could be as a result of:

- a) Maintaining contact with PBNI after a period of statutory supervision, for example, your probation order has been completed but you wished to complete a programme.
- b) A referral on a voluntary basis to, for example, an employment or voluntary work scheme, a skills or self-development programme; or
- c) Participating in a pre-sentence or Court-based scheme such as the Drug Misuse Court or the Domestic Violence Perpetrator Programme.

This Privacy Notice describes how your personal information will be held and used if you are engaged with PBNI in any of these ways or on a similarly voluntary basis.

# PRIVACY NOTICE

## WHAT INFORMATION WILL PBNI HOLD ON YOU?

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For the purposes of your voluntary engagement with PBNI, which can be for any of the reasons specified above, we will need to hold a number of items of your personal information depending on the nature of your engagement.

If you are participating in any of the ways described, with your consent, PBNI will ask to hold the following information on you where relevant:

- a) Your name, date of birth and address.
- b) Details of any offence(s) for which you have been charged or convicted, as appropriate, and the sentence you have been given.
- c) A copy of any court order/licence as appropriate including any conditions/requirements included in your sentence.
- d) A copy of any pre-sentence report prepared for a court dealing with your case.
- e) Details of any relevant personal circumstances, for example, your family, employment, any addiction issues, health complaints or other difficulties you may have.
- f) Details of any other offences for which you have been convicted of previously.
- g) A record of any interviews PBNI holds with you and any work or development plan.
- h) An assessment of risk and likelihood of your re-offending and any risk management plan where appropriate.
- i) Any referral forms to programmes or projects.
- j) A record of your compliance with the conditions of your court order including any warnings or breach reports that are prepared.

If you do not give your consent to some or any of this information being retained, it will not be held - though this may have an effect on your ability to participate in particular schemes or projects.

## WHO WILL YOUR INFORMATION BE SHARED WITH?

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If you are participating with PBNI on a voluntary basis, the information you provide us with will only be shared with other persons, bodies or organisations with your consent.

According to the type of engagement you have with PBNI, with your consent, elements of your information may be shared as required with:

- a) Any programme or project provider whose programme or scheme in which you agree to participate.
- b) The Northern Ireland Court Service as part of the Drug Misuse Court or the Domestic Violence Perpetrator Programme;

- c) A Health and Social Care Trust, the Northern Ireland Housing Executive, or subject to your age, the Youth Justice Agency;
- d) Your solicitor or legal adviser as required.

The Probation Officer with whom you are engaged will advise you of, and seek your consent to, the sharing of your information with the specific persons or bodies concerned.

### **PUBLIC PROTECTION**

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The only occasion when we might share any of your information without your consent would be where the law requires us to do so or the law permits disclosure and we believe it is important to do so.

### **WHAT RIGHTS DO I HAVE?**

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You have a series of rights around access to your personal information.

Those rights are also subject to certain limits where, for example, sharing the information would obstruct a criminal process, investigation or sentence, or cause a public threat or danger.

Subject to those conditions, you have a 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, in specific circumstances;
- to object to processing, halt or suspend the processing of your personal information while it is being checked; and
- A right to “data portability” in certain circumstances which means a right to move, copy or transfer personal information easily from one IT environment to another in a safe and secure way.

### **RETAINING AND HOLDING YOUR INFORMATION**

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Your information will be retained securely and confidentially on our electronic case management system and in paper records.

We will only retain your information for as long as necessary and for the purposes we have described. Anything factually incorrect in your personal information will be amended.

Information on any sentence you might have is held in accordance with PBNI’s Records Retention and Disposal Schedule on our website at [www.pbni.gov.uk](http://www.pbni.gov.uk).



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

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please speak to your Probation Officer in the first instance.

If you have any further concerns, you should contact the PBNI Data Protection Officer at:

**Telephone:** 028 90 522522

**Email:** DPO@probation-ni.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

**Tel:** 0303 123 1113

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

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

# CHANGING LIVES

Putting Justice, Mental Health,  
Addiction and Victim support  
services at your fingertips.

