



Protection

Protecting Information about you

Your Rights, Our Responsibilities: Information leaflet for data subjects.

You have been given this leaflet because **The London Community Rehabilitation Company** collects, uses and stores information about its staff and the people we work with. We must tell you how we use this information.

Some information is stored on computers, and some is stored in paper records.

The law gives you rights. For example, you can ask us:

- how we use that information
- who we pass it to
- for a copy of the information we hold
- to correct it if it is wrong.

The law says that we must:

- not allow the information to be used or seen by anyone who should not see it.
- give you copies of the information about you, if you ask us for it.

Why do we keep personal information about you?

We collect information to allow us to carry out the work of the National Offender Management Service with offenders and victims of crime. We also collect information about staff to perform our duties as an employer.

What sorts of information do we keep?

The sorts of information we keep include:

- your name, address, date of birth, ethnic origin, gender.
- details of offences and previous convictions.
- details of any court orders we supervise or reports we write.
- records of your contact with The London Community Rehabilitation Company.

Who do we share your information with?

- we have to pass some information to the Ministry of Justice who measure how we carrying out our duties.
- we have to share some information with courts, prisons, police, CPS, and Social Services.
- we have to tell the courts or Parole Board if you breach your supervision.
- we have to give some information to the victim of a serious offence if they have asked to be kept informed of the offender's progress.
- we may share some information with other people who help us to supervise you, but we will ask your permission to share this information.
- we pass the information to other probation areas if you move into their area or if they do some work for us.

How can you see the information we keep about you?

If you just want to see the information, but do not want a copy, you can ask your supervising officer to show you. You will not be given any copies of the information in the record, and there will be no charge for this service.

How do you ask for a copy of the information we keep about you?

You have the right to make a "subject access request" (under section 7 of the Data Protection Act 1998) to receive copies of the information we hold about you. But you must:

send your request in writing to:

your current supervising officer or,
your supervising officer at the office you were last supervised at

give your full name and date of birth.

give your present address, and any other address that will help us identify who you are.

give the dates of your last contact with us, and the name of the staff or office you had contact with.

Send us copies of **two** proof of identity from the following list:

Passport; Recent Utilities Bill; Driving Licence; Birth Certificate; Rent Book.

send us a fee of £10.00 in the form of a postal order or cheque made payable to " The London Community Rehabilitation Company".

What Won't We Show You?

We shall be as open as we can about the information we keep on you, but we do not have to share certain information with you. For example, we will not give you information:

- about other people, including members of your family.

- that needs the permission of the person(s) who gave it to us, before we can pass it on to you.
- that may cause harm to you or to another person if we gave it to you.

We will tell you if there is information that we cannot share with you.

What if you are not happy with what is happening with the information we keep about you?

Firstly, please talk to your supervising officer about it.

Next, if you are still unhappy, you can write to the Data Protection Officer at:

The London Rehabilitation Company
Hannibal House
London
SE1 6TE.

Lastly, if you are still not happy with how we are dealing with your information, you can write to the Information Commissioner and ask him/her to look at the procedures we are following.

You can contact the Information Commissioner at:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 01625 545700

Further information about the work of the Information Commissioner, and about data protection, can be found at www.informationcommissioner.gov.uk

If you require a copy of this leaflet in larger print, or in another language, please contact your supervising officer.