



NATIONAL PROBATION SERVICE
for England and Wales

Essex

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 Case Manager about it.

Next, if you are still unhappy, you can write to the Chief Officer at the address above.

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 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.dataprotection.gov.uk

If you require a copy of this leaflet in larger print, or in another language, please contact: your Case manager.

Data Protection

Information leaflet for data subjects

Protecting information about you:

Your rights, our responsibilities

You have been given this leaflet because the **Essex Probation Area 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;
- provide you with 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 probation 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 Essex Probation Area.

Who do we share your information with?

- we have to pass some information to the Home Office who measure how we carry out our duties;
- we may have to share some information with courts, prisons, police, the Crown Prosecution Service and Social Services;
- we have to tell the courts or Parole Board if offenders breach their 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 offenders, 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

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probation 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

- Ask your Case Manger for a DPA Subject Access form.
- Complete this and post it to the

*Data Protection Officer
Essex Probation Area,
49 Braintree Rd,
Witham,
Essex CM8 2DD*

- give your present address, and any other address that will help us recognise you;
- give the dates of your last contact with us, and the name of the staff or office you had contact with;
- send us a fee of £10.00 (Cheques made payable to; NPS – Essex Area)