**Parole Commissioners for Northern Ireland Privacy Notice**

**Data Controller Name:** Parole Commissioners for Northern Ireland (PCNI)

Address: 1st Floor, Mezzanine, Laganside Court, Victoria, Street Belfast, BT1 3LL

Telephone: 028 90 412969

Email: [referrals@parolecomni.gov.uk](mailto:referrals@parolecomni.gov.uk)

Data Protection Officer: [TribunalDPcomplaints@courtsni.gov.uk](mailto:TribunalDPcomplaints@courtsni.gov.uk)

Judicial Data Protection Judge: Dr Kenny Mullan

**Why are you processing my personal information?**

PCNI process personal data that is necessary for the following purposes:

* the release and recall of all life sentence prisoners;
* the release and recall of prisoners sentenced to indeterminate and extended custodial sentences; and
* the recall of prisoners who receive other determinate sentences.

The Parole Commissioners’ secretariat provides administrative support to independent Parole Commissioners, who make their decisions on the basis of the information provided to them.

**Legal basis for processing**

Personal data is primarily processed by PCNI as it is necessary for the performance of a public task (administration of justice) or to comply with legislation underpinning our functions which includes the following:

* The Criminal Justice (Northern Ireland) Order 2008;
* The Life Sentences (Northern Ireland) Order 2001; and
* The Parole Commissioners’ Rules (Northern Ireland) 2009.

The PCNI processes two types of personal data.

* Corporate governance and finance personal data which is regulated under GDPR and is considered “necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller “ in terms of Article 6(e) of the GDPR.; and
* Operational case personal data which is not regulated by GDPR. The regime followed is a separate EU Directive in respect of data protection in law enforcement cases. PCNI processes personal data in cases for “law enforcement purposes” specifically for the purposes of the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security.

**What categories of personal data are you processing?**

The PCNI processes sensitive personal information. Categories of information processed include:

* Name, date of birth and Prison Number;
* Police Records, interviews records, police statements;
* Witness statements;
* Criminal records;
* Medical reports;
* Psychology/psychiatric reports;
* Court records; and
* Details of legal representation (representative’s name, email and correspondence address.

**Where do you get my personal data from?**

The Parole Commissioners for Northern Ireland receive personal information from:

* The Department of Justice or the Secretary of state; and;
* Probation Board for Northern Ireland

**Do you share my personal data with anyone else?**

The Office of the Parole Commissioners’ Secretariat shares personal data with:

* Parole Commissioners, to facilitate their decision making process; and
* In the event of a judicial review the data will be shared with the PCNI legal Advisors, who will represent the PCNI at court.

The Parole Commissioners’ Directions, Provisional Directions and or Decisions (the Decision of the Parole Commissioners) will be shared with:

* The Department of Justice or the Secretary of State;
* The prisoner’s representatives; and
* The Prisoner via the Northern Ireland Prison Service.

**Do you transfer my personal data to other countries?**

The Parole Commissioners do not share personal data with other countries.

**How long do you keep my personal data?**

The PCNI will only retain your data for as long as necessary to process your referral process through the Parole Commissioners for Northern Ireland, and in line with our the Department of Justice Retention and Disposal Schedule.

**(If you use automated decision making or profiling) How do you use my personal data to make decisions about me?**

The PCNI do not use automated decision making or profiling.

**What rights do I have?**

* You have the right to obtain confirmation that your data is being [processed, and access to your personal data](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-of-access/)
* You are entitled to have personal data [rectified if it is inaccurate or incomplete](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-rectification/)
* You have a right to have personal data erased and to prevent processing, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-erasure/)
* You have the right to ‘block’ or suppress processing of personal data, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-restrict-processing/)
* You have the right to data portability, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-data-portability/)
* You have the right to object to the processing**,** [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-object/)
* You have rights in relation to[automated decision making and profiling](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/rights-related-to-automated-decision-making-and-profiling/).

If you would like more detailed information about your rights under the General Data Protection Regulations, you can visit:

<https://ico.org.uk/for-the-public/>

**How do I complain if I am not happy?**

You may complaint to the NCTS Data Protection officer at: [TribunalDPcomplaints@courtsni.gov.uk](mailto:TribunalDPcomplaints@courtsni.gov.uk)

Or if the complaint is in relation to the work of a Commissioner then you may complain to the Judicial Data Protection Judge at [TribunalDPcomplaints@courtsni.gov.uk](mailto:TribunalDPcomplaints@courtsni.gov.uk).

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

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

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