

- Fill in our Subject Access Request Form. Ask a member of staff to give/send you a copy, fill it in and return it to us.
- E-mail the Data Protection Officer via the e-mail address below
- Speak to a member of WWM CRC staff and tell them you want to receive a copy of the information we hold.

You **must** provide your full name and date of birth, and an address to which the information needs to be sent. This may be a postal address or an e-mail address. You may also collect the information in person from a WWM CRC office. The CRC will need to confirm your identity before releasing any information to you.

Where possible you should specify the nature of the information you are requesting and in most cases we will not charge you, however where an excessive amount of information is requested, the CRC may charge a “reasonable fee” to cover administration costs.

The CRC has one month to respond to your information request; the time will start on the day following receipt of your request. Where the request is complex or excessive, the CRC may extend the time to respond by up to two further months. The CRC will contact you within the first month if this applies.

You are only entitled to receive a copy of your own personal data, and not to information relating to other people.

If you have any questions about this notice or want to know more about how we are managing your personal information, please write or e-mail:

The Data Protection Officer

Warwickshire and West Mercia CRC

Head Office, 3rd Floor Elgar House,

Worcester. WR4 9EE

Email: Data.Protection@wwmcrc-probation.co.uk

“Privacy Notice”

How we use your information

Data Protection Regulations are changing with effect from 25 May 2018. The new regulation is known as “The General Data Protection Regulation – in short, “GDPR”.

The Warwickshire & West Mercia Community Rehabilitation Company (‘the CRC’) is registered as a data controller. As a provider of probation services on behalf of The Secretary of State, the WWM CRC is authorised to process personal data for the purpose of carrying out criminal penalties, safeguarding and preventing against threats to public security.

The WWM CRC has a responsibility to protect your information and respect your privacy.

This notice informs you about:

1. Your rights as a data subject
2. How we collect information
3. What type of information we collect
4. How we use information
5. How long we will hold your information for
6. How we keep your information secure
7. How to get a copy of the information we hold on you

1. Rights of Data Subjects

Under GDPR, a data subject (living person) has the following rights:

- To be informed as to how your personal data will be processed and the reasons for processing
- To see or receive a copy of the information we hold on you
- To have any incorrect information updated and put right
- To have any information deleted once we have no right to hold it
- To restrict processing and withdraw consent under certain circumstances
- To request information in a variety of formats
- To complain about any unlawful processing
- Rights in relation to automated decision making and profiling

2. How do we collect information?

We obtain information about you as part of the Criminal Justice process; this may be via electronic means, verbally or in paper copy format.

3. What type of information is collected?

- Name, address, date of birth, aliases, contact details, gender, race, religion, preferred language, etc.

- Offence, sentence and court order details, including personal identifiers such as a PNC (Police National Computer) or CRN (Case Record Number), and risk information
- Education and employment history, accommodation status and lifestyle information, including relationships
- Financial status and history
- Substance misuse, medical and mental health, including emotional wellbeing

4. How do we use your information?

- WWM CRC uses your information to inform the supervision we are required to provide under the Order of the Court
- We have to share some of your information with other Criminal Justice Agencies such as Courts, Prisons, Police, HM Prison and Probation Service (HMPPS), other CRCs. We may also have to share some of your information with other Social Care organisations such as Children's Services
- We have to share some information with victims of serious crime where they have asked to be kept informed about your progress
- We share some information with other organisations who help us supervise you
- We may share information with other organisations, such as solicitors or insurance companies, in order to mitigate any claims made against us such as personal injury

5. How long will we hold your information for?

We are legally required to hold some types of information to fulfil our statutory obligations. We will hold personal information for as long as is necessary for the activity we are contracted to provide. WWM CRC has a policy in place identifying information retention periods.

6. How do we keep your information secure?

- Only authorised persons within WWM CRC will have access to your data which is held within secure electronic or manual filing systems
- We do not sell your information to any third party
- We will only share your information with third parties where we have a justifiable or legal reason to do so.

7. How to get a copy of the information we hold on you

Under GDPR, you have the right to receive a copy of information we hold on you; this is known as a "Subject Access Request".

To do this you can:

- Write to the Data Protection Officer at the address below.