

## Information about you

**Any information the Probation Service keeps about you is confidential. This includes information that the Crown Prosecution Service and the police give us, as well as information you give us.**

We treat information about you with respect. We normally only pass it to others in order to help you, or to prevent serious harm to a potential victim.

## What information do we keep?

We keep records to help us make decisions about you and your progress. We keep the records secure, safe and accurate. Your record is likely to contain:

- personal information – name, address, date of birth, gender, ethnic origin
- details of any offences, including previous convictions
- information about court orders or licence conditions
- a record of your contacts with the probation service

## Who do we pass the information to?

We have to share some information about you with other organisations, including:

- the courts (or Parole Board) if you breach your supervision
- the Ministry of Justice
- other probation trusts if they work with us on your case or if you move
- the victim or victims of a serious offence, if they have asked us to keep them informed of your progress
- other criminal justice agencies

## Data Protection – Personal Information

Your right to confidentiality and to see your records

PROB05

## How do we use the information to help you?

We aim to work with you in an open and honest way. We discuss things with you, so you can have your say in decisions we take.

From time to time, we may involve other organisations who can help you further. We may need to pass information to them. For example:

- Health Service
- Social Services
- Employment Service or agencies
- counsellors
- drugs and alcohol groups
- other specialist help

We will normally tell you before passing information on to others.

## To see your records

You have a right to ask to see the information we hold about you (Data Protection Act 1998)

If you wish to see your records, please write to:



When you write to us please include your full name, address, date of birth, the date of your last contact with probation and the name of your offender manager.

There is a fee of £10.00 to supply you with the information you have requested.

## Information we cannot show you

We will always try to be as open as possible with you about the information we keep. If our information comes from other agencies we have to ask them before we can share it with you. In very exceptional situations relating to your case we might not let you see our records. For example, to protect a child.

## How to make a complaint

If you are unhappy with the content or handling of your records, or your access to them, please speak to your offender manager.

If you are still unhappy, please speak to their manager about the problem.

If you still not satisfied you may appeal by writing to:



If you are still dissatisfied with the way in which your local Probation Trust is handling your records, you have the right of appeal to the Data Protection Commissioner.

Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Information Line 0303 123 1113**

**[www.ico.gov.uk](http://www.ico.gov.uk)**

If you need a copy of this leaflet in larger print or in another language, please tell your offender manager.