**PRIVACY NOTICE**

Data Controller Name: The Department of Justice

Telephone: 028 9052 8580

Email: imbsecretariat@justice-ni.x.gsi.gov.uk

Data Protection Officer Name: DoJ Data Protection Officer

Telephone: 028 9037 8617

Email: DataProtectionOfficer@justice-ni.x.gsi.gov.uk

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

* Your personal information is used by the IMB to ensure that the IMB is able to follow-up on issues as required and fulfil its statutory duty to satisfy itself as to the treatment of prisoners/students including provision for their health care and other welfare while in prison; the facilities available to prisoners to allow them to make purposeful use of their time; and the cleanliness and adequacy of prison premises.
* Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Data Controller by virtue of The Prison and Young Offenders Centre (NI) Rules 1995 as amended. The IMB are established by virtue of Section 10 Prison Act (NI) 1953.
* If you do not wish to provide any personal details, the IMB may be unable to help you.
* The IMB is not relying on consent for process the personal information supplied by Prisoners/students.

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

* The only information recorded by the IMB is Name/Prison Number and details of issue/concern raised.
* The IMB don’t routinely require or record special category or criminal offence information but will do so if you specify that this is an essential element of the issue you have raised.
* If you request a visit from an IMB member, you will be asked to provide your Name, Prison Number and Location, to ensure that the IMB member can correctly identify you.

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

* The personal data processed by the IMB will be supplied, primarily by the Prisoner/Student when requesting an IMB visit, raising an issue or providing an update.
* Occasionally, information will be provided by Prison Service.

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

* The IMB does not and will not share the information you provide with any other organisation, other than to necessarily resolve any ongoing concern (e.g. Health Trust).

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

* The IMB does not and will not transfer the information you provide to another country.

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

* The IMB will transfer its records to the Public Records Office for Northern Ireland (PRONI) for permanent preservation.

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

* The IMB does not use automated processing for the purpose of its statutory duties.

**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/)

Not all of the rights are absolute and in certain circumstances can be curtailed.

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

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact *Department for Justice* ***Data Protection Officer*** *at:*

Telephone: 028 9037 8617

Email: DataProtectionOfficer@justice-ni.x.gsi.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

Tel: 0303 123 1113

Email: casework@ico.org.uk

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