**PRIVACY NOTICE (Short)**

**Who?**

If you speak to an IMB member, we will make a short note of what we talked about.

We will not share your details with anyone else, unless it is needed to try to help you with your problem.

The Data Controller is the Department of Justice.

**What?**

We will usually only write down your Name, Prison Number, what the problem is and what we have done or are doing to help. We may sometimes need to record other personal data.

**Where?**

We will write it in our log books, which are held in our office.

Log books will be given to the Public Records Office of Northern Ireland, where they will be kept.

**Why?**

It is written down to allow us to help get your problem fixed and to check if it has been fixed.

The law allows us to do this.

**What can I do?**

You can ask to see notes we have made about you.

You can make sure the details we hold are right.

You can ask for your information to be deleted.

You can ask us to stop using your details or ask to use the details we hold yourself.

**Can I complain if I am not happy?**

Yes, you can. Get in touch with the DoJ Data Protection Officer:

**Tel:** 028 9037 8617

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

**What if I am still not happy?**

If you are still not happy, you can contact the Information Commissioner’s Office:

**Address:** Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Tel:** 0303 123 1113

**Email:** casework@ico.org.uk