

# Privacy Notice – PPS BOX External Users

## 1. Data Controller

### 1.1. The Data Controller is:

Public Prosecution Service, 93 Chichester Street, Belfast BT1 3JR

The Data Protection Officer for PPS can also be contacted by email ([dpo@ppsni.gov.uk](mailto:dpo@ppsni.gov.uk)) or telephone (028 9089 7100).

## 2. Why are you processing my personal information?

- 2.1. We are processing your data because you require access to PPS BOX. You require access to PPS BOX because you are involved in the prosecution of offenders either as independent counsel or defence solicitor.
- 2.2. This processing of this data is consistent with the statutory purpose of the PPS as set out in Sections 29-39 of the Justice (Northern Ireland) Act 2002. In particular, Section 31 sets out the Director's responsibility for conducting prosecutions.
- 2.3. The PPS also processes your data in the public interest to protect PPS Staff and information from possible threat and to ensure that the PPS meets its obligations under the GDPR and Data Protection Act 2018 to provide "appropriate technical or organisational measures".

## 3. What categories of personal data are you processing?

- 3.1. The use of PPS BOX requires users to register an account. To do this you will need to provide a name, email address and mobile phone number (to allow for two factor authentication).
- 3.2. When you log in to PPS BOX, PPS BOX will record your IP Address.
- 3.3. When you are logged in PPS BOX also records transactional data such as:
  - Login and logout times
  - Files that you view
  - Files that you upload
  - Files that you download

## 4. Where do you get my personal data from?

- 4.1. Your name, email address, mobile phone number and IP address are provided by you.

4.2. Transactional data is generated by PPS BOX and attached to your user account.

## **5. Do you share my personal data with anyone else?**

5.1. PPS will not normally share your personal data with anyone else. However, other PPS BOX users can view your name and email address in the following circumstances:

- When users are collaborating on a folder they will be able to see other users who have access to that folder.
- When you upload a file to PPS BOX other users will be able to see you as the creator of that item.

5.2. PPS may also share your data with the police or the Information Commissioner's Office in the event of an investigation into offences under the Data Protection Act 2018.

## **6. Do you transfer my personal data to other countries?**

6.1. PPS does not store your data outside the UK. However, your data may be processed outside the UK as PPS BOX can be accessed remotely. PPS policy limits remote access to countries which are covered by the UK adequacy regulations (These are noted [here](#)).

## **7. How long do you keep my personal data?**

7.1. While your user account remains active in BOX, PPS retains the audit data noted in paragraph 3.3 for a period of 7 years after the event.

7.2. If you close your user account, any audit data against evidential items already deleted from BOX is also deleted. Audit data relating to evidential items still held on BOX will remain until the item is deleted. As a result of this your user data will only be completely deleted from BOX once all evidential items that you have accessed have been deleted. Evidential items will normally be deleted once a case is closed.

7.3. All other user data is deleted when you close your BOX account.

## **8. What rights do I have?**

8.1. Your rights are as follows:

- To obtain confirmation that your data is being [processed, and access to your personal data](#). To have personal data [rectified if it is inaccurate or incomplete](#)

- To have personal data erased and to prevent processing, [in specific circumstances](#).
- To 'block' or suppress processing of personal data, [in specific circumstances](#)
- The right to data portability, [in specific circumstances](#)
- **The right to object to the processing, [in specific circumstances](#)**
- **In relation to [automated decision making and profiling](#)**. However the PPS does not carry out automated decision making.

## **9. How do I complain if I am not happy?**

- 9.1. If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact the PPS Data Protection Officer (contact details as shown in paragraph 01).
- 9.2. 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](mailto:casework@ico.org.uk)  
Web: <https://ico.org.uk/global/contact-us/>