

## **Privacy Notice – Witness Expenses**

### **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 for the purpose of making a payment to you. This is because you have made a claim for witness expenses.
- 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.

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

#### 3.1. The data processed about you will include:

- identifying data such as name, address, date of birth, national insurance number
- financial details including bank account numbers

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

#### 4.1. PPS data used in the processing of payments comes from:

- the PSNI as part of the case file in which you are a witness
- information you provide to us as part of your claim

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

- 5.1. PPS shares your data with Account NI. This is because all PPS payments are processed by Account NI and is necessary for PPS to pay your claim to you.
- 5.2. The PPS may share your data with the Northern Ireland Audit Office to carry out data-matching exercises for the purpose of assisting in the prevention and detection of fraud. The powers are contained in Articles 4A to 4H of the Audit and Accountability (Northern Ireland) Order 2003. We do not require your consent to share this data.

5.3. In the event of any fraud investigation into the PPS or any of its suppliers we may share your data with investigatory authorities such as the Police Service Northern Ireland, Serious Fraud Office and National Crime Agency. Under Part 3 of the Data Protection Act 2018, we do not require your consent to share this data, nor do we have to inform you if this might prejudice the prevention, detection, investigation or prosecution of criminal offences.

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

6.1. The PPS does not store your data outside the UK. However other agencies which the PPS shares data with may do so in line with their own policies and procedures.

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

7.1. The PPS retains your data for as long as necessary to meet its business needs. In the case of financial records this is 7 years. This is in line with the statutory 6 year period set out in Schedule 11 of the Value Added Tax Act 1994. As is normal financial practice, this is retained for an additional year or 'safety' period to ensure that records are kept for the minimum period beyond the last date beyond which HMRC can launch an enquiry under the Finance Act 2007 - i.e. 12 months after the date of delivery or statutory filing date.

7.2. PPS may also retain your data as part of a case file. Case files are subject to different retention periods based on the type of case. This means that we may retain your data in relation to your claim for witness expenses for a different period to any case related data.

7.3. Further details of retention periods are in the PPS Retention and Disposal Schedule [[LINK](#)].

7.4. Data transferred to other agencies is retained in line with their retention and disposal policies.

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

8.1. In relation to data we process in respect of your expense claim, your rights are as follows:

- You have the right to obtain confirmation that your data is being [processed, and access to your personal data](#)
- You are entitled to have personal data [rectified if it is inaccurate or incomplete](#)
- You have a right to have personal data erased and to prevent processing, [in specific circumstances](#)

- You have the right to ‘block’ or suppress processing of personal data, [in specific circumstances](#)
- You have the right to data portability, [in specific circumstances](#)
- You have the right to object to the processing, [in specific circumstances](#)
- You have rights in relation to [automated decision making and profiling](#)

8.2. Any data we process about in in relation to a case file is covered by a separate Privacy notice with more limited rights.

## **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.
- 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)  
<https://ico.org.uk/global/contact-us/>