



INFORMATION CHARTER

Version History

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Status: Final

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PUBLIC PROSECUTION SERVICE – INFORMATION CHARTER

1. The Data Protection Act 1998 regulates the management of personal information.
2. Personal information is information that relates to living individuals. It does not include information relating to dead people, groups or communities of people, organisations or businesses.
3. The Public Prosecution Service processes information about living individuals so that it can discharge its role and responsibilities and/or to provide services, including the prosecution of offences. We may ask for personal information from individuals. We also receive information about individuals from third parties.
4. Personal information processed by the PPS that relates to the prosecution of offenders is exempt from data protection principle 1 (processing data fairly and lawfully).
5. This Information Charter says how we look after that information.

How we process personal data

6. In processing personal information the PPS will:
 - Make sure that it is accurately recorded
 - Protect it and make sure that no unauthorised people have access to it;
 - Make sure that we do not keep it longer than necessary
7. Due to its exemption from data protection principle 1, the PPS is not required to inform you when we exchange personal data for the purpose of the prosecution of offenders.
8. However, when we exchange personal data for any other purpose, we will not share it without your consent.

When we ask individuals for information

9. When the Public Prosecution Service asks you for personal information we will:
 - Make sure you know why we need it;
 - Ask only for what we need;
 - Not collect too much or irrelevant information;
 - Make sure that it is accurately recorded;
 - Protect it and make sure that no unauthorised people have access to it;

- Make sure that we do not keep it longer than necessary;
- Not make it available for commercial use without consent;
- Consider a request to stop processing or sharing data about you (except where the purpose is for prosecuting offenders)

10. In return, we ask you to make sure that any information you give us is:

- Accurate;
- Kept up to date – by, for example, letting us know of changes to personal circumstances, such as a home address – so that we can make sure that it is reliable.

For more information

11. You can get more details on:

- What information we hold about you;
- Agreements we have with other organisations for sharing personal data
- Other circumstances where we can pass on your personal data without telling you, for example, to produce anonymised statistics
- Our instructions to staff on how to collect, use or delete personal information;
- How we check that the information we hold is accurate and up to date and how to get us to correct a mistake;
- Any other matters mentioned in this charter.

by contacting:

info@ppsni.gsi.gov.uk or

Tel: 02890 897102 or

Fax: 02890 897030

Please note that the PPS is not required to provide you with information on the personal data we hold on you if to do so would be likely to prejudice the prevention or detection of crime or the apprehension or prosecution of offenders (Exemption provided by Section 29 of the Act).

Making a complaint

12. If you wish to make a complaint about the way your personal data has been handled please contact the PPS as above. :

The Information Commissioner

13. If you consider that the Public Prosecution Service has not dealt with your complaint properly or you have further questions about data protection, you can contact the Information Commissioner at:

Wycliffe House
Water Lane
WILMSLOW
Cheshire
SK9 5AF

or

Tel: 01625 545 745 Helpline (Monday to Friday 0900 to 1700) **or**
Fax: 01625 524 510 **or visit**

www.ico.gov.uk