



**Public
Prosecution
Service**

Independent
Fair
Effective

PPS Privacy Notice – Freedom of Information

Status

The current status of this document is: Final

Version History

Number of this Version: 2.0

Date of this Version: 21/04/2026

Summary of Previous Changes

Previous Version Number	Previous Version Date	Summary of Changes
1.0	11/05/2018	Changed reference to “What to they know” to web based FOI service using “What to they know” as an example

Authors

Seth Speirs

Document Location

The electronic version of this file is located at:

This document is also stored on the PPS intranet at: (To be added)

Distribution

This document has been distributed to:

Name	Role	Date of Issue	Version

Privacy Notice – FOI Request

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) or telephone (028 9089 7100).

2. Why are you processing my personal information?

2.1. We are processing your data to provide you with information about the PPS and its activities in response to a request by you.

2.2. This is consistent with the rights granted to you by Section 1 of the Freedom of Information Act 2000.

3. What categories of personal data are you processing?

3.1. The personal data processed by PPS depends on the nature of your request but is likely to include data such as:

- Name
- Contact details such as email address, Telephone/Mobile number, address
- Details of any response we send to you which will include the above data

4. Where do you get my personal data from?

4.1. We store only the personal information provided by you.

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

5.1. As FOI responses are considered to be public information, we may share details of the response with other third parties, however we would redact your personal information.

5.2. However, if you use a web based FOI service (eg “What Do They Know”) to submit an FOI request, then the quantity of personal data that is public is determined by their policies.

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

- 6.1. Your data is stored on PPS servers which are located in the UK. We do not transfer this data to other countries.
- 6.2. However, if you use a web based FOI service to submit an FOI request, then the storage location of your data is determined by their policies.

7. How long do you keep my personal data?

- 7.1. We retain your data in line with the PPS Retention and Disposal Schedule {LINK}. Data processed in relation to your request is normally held for 3 years.
- 7.2. Data on which any response to you is based is held in line with its own retention period as defined in the PPS Retention and Disposal Schedule.
- 7.3. However, if you use a web based FOI service to submit an FOI request, then the retention period is determined by their policies.

8. What rights do I have?

- 8.1. If your data is being processed then for law enforcement purposes then your rights are as follows:
 - To obtain confirmation that your data is being [processed, and access to your personal data](#). However, the PPS is able to restrict this right to avoid prejudicing the prevention, detection, investigation or prosecution of criminal offences or the execution of criminal penalties;
 - To have personal data [rectified if it is inaccurate or incomplete](#)
 - To have personal data erased and to prevent processing, [in specific circumstances](#).
 - In relation to [automated decision making and profiling](#). However the PPS does not carry out automated decision making.
- 8.2. If your data is being processed for other purposes then you have the following additional rights:
 - 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](#)

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