PPS Privacy Notice – Subject Access Requests

Status

The current status of this document is: Final

Version History

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Summary of Previous Changes

Previous Version Number	Previous Version Date	Summary of Changes
1.0	17/05/2018	Section 2 – Added reference to RAR Section 2 – Added UK to GDPR

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Document Location

The electronic version of this file is located at:

This document is also stored on the PPS intranet at: (Not yet)

Distribution

This document has been distributed to:

Name	Role	Date of Issue	Version

Privacy Notice – Subject Access Requests

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 you which you or your appointed representatives have requested in a Subject Access Request (also known as a SAR or rights of access request (RAR).

2.2. If your request relates to data processed for a law enforcement purpose then this is consistent with your rights as set out in Section 45 of Data Protection Act 2018.

2.3. If your request relates to data processed for another purpose, then this is consistent with your rights as set out in the Article 15 of the UK General Data Protection Regulation and the exemptions in Section 24 of the Data Protection Act 2018.

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 means used to identify you as the data subject
- Details of means used to confirm that an appointed representative is appointed by you
- Details of any response we send to you. This may include additional personal data to the categories above (if we hold any).

4. Where do you get my personal data from?

4.1. We store the information provided by you in your request.

4.2. Personal data included in any response to you may be obtained from any of the PPS systems depending on your request.

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

5.1. We do not share this information with anyone else outside PPS other than you and your appointed representative (if you use one).

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.

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 2 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.

8. What rights do I have?

8.1. If your data is being processed 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/