

## Why won't we show you?

While we try to be as open as we can, we cannot reveal information:

- ◆ About third parties e.g. victims or other persons
- ◆ That may cause harm to yourself or others
- ◆ That may impede the prevention or detection of crime.

We are able to tell you that such information is kept, but we cannot share it with you.

## What if you believe the information we keep on you is inaccurate or irrelevant?

Please tell your offender manager who will try to resolve the problem for you.

If you are not happy with the offender manager's response then you may make a formal complaint using GMPT's complaints procedure.

If you are still not happy with the way GMPT has dealt with your complaint then you have the right to contact the Information Commissioner.

Further information about the work of the Information Commissioner and Data Protection can be found at :

[www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)

or you can contact the Information Commissioner at:

Information Commissioner  
Wycliffe House  
Water lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 01625 545 700

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**The information in this leaflet has been made clear to me.**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(in capitals)

**Date:** \_\_\_\_\_

Greater Manchester Probation Trust  
6th Floor, Oakland House, Talbot Road,  
Old Trafford, Manchester, M16 0PQ

Tel: 0161 872 4802 Fax: 0161 872 3483



Ministry of  
**JUSTICE**



# The Data Protection Act 1998

Your Rights, Our Responsibilities

## What is the Data Protection Act?

The Data Protection Act 1998 relates to personal information held about a living individual ('Data Subject') and is concerned with:

- ◆ What information can be collected
- ◆ How long that information can be kept
- ◆ The purpose for which it is used
- ◆ Who may have access to it

This personal information can be held on computer, computer media, structured, written or printed document or video tapes.

## Why do we keep personal information about you?

The Greater Manchester Probation Trust (GMPT) collects personal information on offenders and victims to carry out the work of the probation service.

## What sorts of information do we keep?

GMPT keeps personal information such as:

- ◆ Names and addresses
- ◆ Date of birth and gender
- ◆ Ethnic origin and disabilities
- ◆ Details on previous offences, convictions and court orders
- ◆ Attendance and interview records

## Who do we share information with?

Information may be shared with:

- ◆ The Home Office and the Crown Prosecution Service
- ◆ The police, courts and prisons
- ◆ Social Services
- ◆ A victim of crime

Reasons why information may be shared include:

- ◆ Measuring the performance of GMPT in how it carries out its duties
- ◆ Courts and Parole Boards need to be informed if there is a breach of a supervision order
- ◆ A victim of a serious offence requests to be kept informed
- ◆ Other persons or organisations with whom GMPT works require information to safely and effectively supervise offenders.

## What must GMPT do ?

By law, GMPT is obliged to:

- ◆ Prevent anyone who does not have the right from seeing this information
- ◆ Provide copies of the information held on a person if requested by that person
- ◆ To correct it if it is wrong

## What are your rights?

Under the Data Protection Act 1998 you have the right to ask:

- u How we use the information collected
- u To whom we pass it on to
- u For a copy of the information
- u For it to be corrected if it is wrong

## How can you see the information we keep about you?

If you only wish to see the information held about you then simply ask your offender manager. There will be no charge for this service.

If you wish to make a formal 'Subject Access Request' under the terms of the Data Protection Act then you need to make a written request. There may be an administration charge for this service.

When making a written request please mention:

- u Your full name and current address
- u Your date of birth
- u Any other details that will help us identify you e.g. previous addresses
- u The date we last had contact with you
- u The Probation Office last visited and the name of the supervising officer seen
- u The information you are seeking

Please send this request to your offender manager.