

# Privacy Notice

## - Data Protection Act 1998

This **Privacy Notice** (also known as **Fair Processing**) provides a summary of the information that we hold, what we use it for and also who we will, or may, share information with.

- Any information the Community Rehabilitation Company (CRC) Ltd keeps about you is confidential
- We recognise the importance of protecting all personal and confidential information
- We keep records to help us to make decisions about you and your progress.
- We keep the records secure, safe and accurate

### The information can include:

- Personal information- name, address, date of birth, gender, ethnic origin
- Details of any offences, including previous convictions
- Information about court orders or licence conditions
- A record of your contacts with the National Probation Service

### Sometimes we have to share information about you with other organisations such as:

- The courts or Parole Board if you breach your supervision
- The victim or victims of a serious offence if they have asked us to keep them informed of your progress
- Other criminal justice agencies

### Sometimes to help you and to support you we may need to pass information to other organisations such as:

- Health Service
- National Probation Service
- Interserve/ PSC
- Social Services
- Employment Services or agencies
- Counsellors
- Drugs and alcohol groups
- Other specialist help

**We will normally discuss this with you and tell you before passing any information to other organisations**