

Privacy Notice for PBNI staff and Board members

Probation Board for Northern Ireland (PBNI)
80-90 North Street
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Introduction

PBNI takes extremely seriously its obligations under data protection law to store and share your personal information securely and in line with legislations.

We hold personal information (both electronic and manual) about you if you are a Board Member, or have been employed in any capacity by the Probation Board. This includes temporary staff, agency staff, seconded staff, students or other individuals associated with the provision of the Board's Services.

What information will PBNI hold about you?

In order to fulfil its contractual obligations PBNI holds certain personal information in both paper and electronic format on staff members. This includes:

- Your name
- Address
- Work email
- Personal Contact details
- Next of Kin
- Bank account details
- Your training record
- A record of absences including information regarding sickness absence.
- Health information
- Pension details
- Salary details
- Expenses claimed
- Any information regarding disciplinary action taken in PBNI.
- A record and details of complaints made by staff and against staff.
- Car insurance details
- Educational qualifications
- Professional qualifications
- Your internet browsing history in the workplace

This may include sensitive personal information, for example, information concerning racial or ethnic origin, physical or mental health or condition, criminal convictions, religious belief.

Who may your information be shared with?

That information may be shared with:

- Staff in PBNi who need that information including staff in the Finance HR and IT units.
- Your line manager
- Occupational Health providers
- AccountNI
- NILGOSC
- NI Audit Office
- Health and Social Services

- In some cases information may also be shared with regulatory bodies including Northern Ireland Social Care Council and The Northern Ireland Public Services Ombudsman.

- Should it be necessary, for example, to assist in the investigation or prevention of a crime, a staff member's personal information may be shared with the Police Service.

What rights do I have?

You have a series of rights around access to your personal information. Those rights are also subject to certain limits where, for example, sharing the information would obstruct a criminal process, investigation or sentence, or cause a public threat or danger. Subject to those conditions, you have a right:

- to obtain confirmation that your personal information is being processed, and have access to it;
- to have your personal information rectified if it is inaccurate or incomplete;
- to have your personal information erased and to prevent processing, in specific circumstances;
- to object to processing, halt or suspend the processing of your personal information while it is being checked; and
- A right to "data portability which means a right to move, copy or transfer personal information easily from one IT environment to another in a safe and secure way.

Retaining and holding your information

We will only retain your information for as long as necessary and for the purposes we have described. Anything factually incorrect in your personal information will be amended.

Your information will be held in line with our Retention and Disposal Schedule which is available on our website at www.pbni.gov.uk. It will be retained securely and confidentially on our electronic case management system and in paper records.

How do I complain if I am not happy?

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the *Data Protection Officer* at:

Data Protection Officer Name: Joanne Meadows

Telephone: Telephone: 028 9052 2522

Email: DPO@probation-ni.gov.uk

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/>