

Data Protection Privacy Notice

Privacy Violence Reduction and eXpand Services

What does Catch22 do?

Catch22 is a national organisation that works across England and Wales delivering services in a variety of settings. These include schools, colleges, social care, victim services, family support, prisons, apprenticeships and employment support.

We have been around for over 200 years and our focus is about making a difference to people by delivering our 3 'P's – having good people around, having a good place to live/study/work, and having good purpose in life. Different services will focus on different aspects but we aim to address those three elements to support people to thrive.

What does this service do?

The PVR and eXpand services aims to drive a reduction in the risk of violent incidents, promote pro-social behaviour, and improve mental well-being amongst men in prison, as well as provide capacity-building and development opportunities for staff teams.

The services comprises six specialist services, which are delivered in a combination across the 3 custodial sites and in the community:

PVR

- Exploitation, Gangs and Debt Service
- Peer mentoring
- Purposeful Activity
- Mediation and Conflict Resolution

eXpand

- Remand (in custody support)
- Remand (Through the gate and community support)

The Prison Violence Reduction service is part of a joint prison violence reduction strategy between MOPAC and the London Prisons Group, HMPPS.

What information do we collect and why do we need it?

So that we can provide you with a service we will need to collect some information about you. Some things will be obvious but if you have any queries about any of the information we ask you for or why we need it then please ask us. The list below covers the key things we will ask for:

- Nomis Number
- Prison Site/Location
- Address
- Service Area
- Case Notes
- Risk Assessments

We may ask you to give us some more sensitive information (also known as 'special data') like your gender, age, ethnicity, sexual orientation, religion and/or any disabilities. We will explain to you why we need this information and you are free to refuse to give it if you do not wish to do so.

We need your information for us to remain in contact with you and to keep accurate records of the support you are receiving from or through Privacy Violence Reduction Service.

What law applies and sets out the legal basis for us to collect and hold your information?

The two main pieces of law that apply are:

1. The UK General Data Protection Regulation (also known as GDPR), and
2. The Data Protection Act 2018

We do have to have a legal basis for processing your information and this is:

- Article 6(1)(e) – Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

The 'special data' that we collect has to meet even more of a legal test and our legal basis for collecting this is:

- Article 9(2)(g) – Processing is necessary for reasons of substantial public interest. The condition to be relied upon is Preventing or Detecting Unlawful Acts

Criminal offence data that we collect is to be processed under Article 10 and is to be processed under the control of an official authority

The Information Commissioner's Office has given further guidance that sets out when these conditions can be used as the legal basis for processing your information and this can be supplied to you if you wish to see it.

Where do we get your data from?

The majority of the information we hold comes from you. Additionally, though, we will hold information that has come from other organisations that may have referred you to our service and existing prison systems. This means Catch22 will be accessing data held by the Ministry of Justice and HM Prison and Probation Service (HMPPS), such as your Nomis profile.

Who will we share your information with?

Whilst you are in custody, we will also share data collected during your involvement with service delivery with the prison by updating HMPPS data systems, such as Nomis, where required. If you are receiving through the gate community support we will share data collected with Probation (if applicable for your case).

We will only share information about you to other organisations where we have a record that you have agreed for your details to be passed on to another service to provide you with further or additional support.

In addition to this, we may have to share information if we are legally obliged to do so, for example where we have serious concerns about your safety or that of someone else associated with you. In these cases we would share the relevant information with safeguarding organisations (Social Service, the Police or any other Emergency Service) if you or anyone else is at risk of harm.

We may also need to share information with the police where they are conducting an investigation. In these cases, only the information required will be disclosed and will be done in line with the requirements of the Data Protection Act 2018.

We will share data with the Mayor's Office for Policing and Crime (MOPAC) for research and evaluation purposes. This helps us improve our services. MOPAC's privacy notice on how they will store and handle your data can be shared with you if you wish to see it.

Both the Ministry of Justice and MOPAC are independent controllers for this data processing. The Ministry of Justice is the data controller for prison data accessed by Catch22 through prison systems. MOPAC is the controller of data collected by Catch22.

Your data will be stored in Catch22's system, built and managed by Meganexus.

How long will we hold on to your information for?

Your information will be held by us for the duration of service delivery plus 2 months. Sometimes there may be legal reasons we have to retain the information for a specified period of time and there may also be circumstances where it is appropriate within legal and best practice requirements to retain the information for longer but we will inform you of this.

Data shared with MOPAC for research and evaluation purposes will be stored for 4 years. Data shared with HMPPS will be held as per their privacy notice.

What happens if the information in the records is wrong?

You will need to be specific about what information you think may be wrong and why, along with what you think we should do to correct it. If you can prove the information is incorrect, we will change it. If we cannot amend your record in the way you would like, we will explain the reason for this. You will be able to see a copy of your amended record.

What rights do you have over the information that we hold on your behalf?

You have a number rights over your data that we are required by law to uphold. You have the following rights:

- **The right to be informed** - How we will use your information
- **The right of access** – How to access information we hold about you
- **The right to rectification** – Request that information that is held about you and is inaccurate or incomplete be rectified
- **The right to erasure** – Requests that under special circumstance information held on you may be removed or deleted
- **The right to restrict processing** – Block or suppress processing of information about you
- **The right to data portability** - Obtain and re-use information held about you for your own purposes across different services
- **The right to object** - Object to processing of information about you
- **The right to withdraw consent** - At any time where your information is being processed based on that consent, for example where a third party is sharing your information based on consent
- **The right to lodge a complaint with the Information Commissioners Office (ICO)**

If you would like to request a copy of the information we hold about you or if you think the information we hold on you is wrong, speak to a member of Catch22 staff or if you are in the community please contact DPO@catch-22.org.uk.

If you have any questions about this privacy policy or of our treatment of your personal data, please speak to a member of Catch22 staff or write to:

Data Protection Officer
Catch22
27 Pear Tree Street
London
EC1V 3AG

If you are in the community, you can also contact DPO@catch-22.org.uk

If you feel that we have not processed your data correctly and in accordance with GDPR and the Data Protection Act 2018, you have the right to make a complaint to the Information Commissioners Office (body that regulates Data Protection). You can contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Or if you are in the community please visit <https://ico.org.uk/> or call 0303 123 1113 in order to lodge a complaint with the regulator.