Her Majesty's Prison and Probation Service
New Futures Network Privacy Notice

Purpose of Privacy Notice

This privacy notice explains the standards you can expect from the New Futures Network (NFN) and HMPPS when we request, use or hold personal information ('personal data') about you; how you can get access to a copy of your personal data; and how you can complain if you think we've done something wrong.

HMPPS is an Executive Agency of the Ministry of Justice (MoJ). MoJ is the data controller for the personal information we hold. HMPPS processes personal data for the exercise of its functions.

NFN is the specialist part of HMPPS that brokers partnerships between prisons and employers in England and Wales. These partnerships help businesses to fill skills gaps and prison leavers to find employment on release.

About personal data

Personal data is information about you as an individual. We know how important it is to protect privacy and to comply with data protection laws. We will safeguard your personal data and will only disclose it where it is lawful to do so, or with your consent.

Types of personal data we process

Personal data that could be collected or shared includes the following:

- Name

- Prison/probation identification number

- Contact details: email address, mobile number, address for residence on release

- CV or training record

- Consent for probation officer's details to be sent to employers, so employers have a point of contact if they are unable to reach you for any reason

Purpose of processing personal data and the lawful basis

NFN may request your consent to collect and share certain personal data amongst organisations that provide services to you, that support you to take up and continue employment. We want to provide employers with your details and give you the opportunity to share the contact details of organisations that support you with an employer. Sharing these details could help you build links and stay in touch with employers. Information you provide will only be collected and shared with your consent.

The role of NFN

NFN supports employers partner with prisons to provide work opportunities through any or all of the following ways: in prison industries workshops; when individuals are Released on Temporary Licence; or when individuals are released from prison.

NFN National Sector Leads engage large, national employers to take successful partnerships to scale, and coordinates the work of the network as a whole. NFN Regional Employment Brokers are based across each prison group in England and Wales. These staff members work with National Sector Leads to follow up on employment opportunities put forward by large companies; and with small and medium sized businesses based in their areas.

NFN want to ensure opportunities offered by employers are taken up, especially when arranged for individuals released from prison.

Who the data may be shared with

With your permission your personal data could be shared with organisations or individuals such as:

- NFN Regional Broker/National Sector Lead(s)

- Prison staff involved in resettlement pathway related to employment

- Probation staff, including probation partners such as CRCs

- Employer that has offered job on release

- Prospective employers interested in hiring you

- Training providers linked to employers

- Charities involved in your rehabilitation

The accompanying informed consent form allows you to choose which organisations your personal details can be shared with. Where personal details are shared, we will comply with all aspects of the data protection laws.

Retention period for data collected

Consent to share personal data with the organisations listed in the accompanying informed consent form will be added to your core file and kept in line with HMPPS retention periods.

Access to personal data

You can find out if we hold any personal data about you by making a 'subject access request'. Please send your request by post, ensuring that you include ID (either photo ID or paper forms of identification) to:

Branston Registry
Building 16, S & T Store
Burton Road
Branston
Burton-on-Trent
Staffordshire
DE14 3EG

or email: data.access@Justice.gov.uk

When we ask you for personal data

We promise to inform you why we need your personal data and ask only for the personal data we need and not collect information that is irrelevant or excessive.

- You can withdraw consent at any time;

- You can lodge a complaint with the supervisory authority (details below);

We will:

- Protect your personal data and make sure no unauthorised person has access to it;

- Make sure we don't keep it longer than is necessary;

- Not make your personal data available for commercial use without your consent; and

You can get more details on:

- Circumstances where we can pass on personal data without telling you, for example, to help with the prevention or detection of crime or to produce anonymised statistics;

- Our instructions to staff on how to collect, use or delete your personal data;

- How we check that the information we hold is accurate and up-to-date;

- How to make a complaint;

For more information about the above issues, please contact the MoJ data protection officer:

Data compliance team
Post point 10.38
102 petty France
London
SW1H 9AJ

Or email: data.compliance@justice.gov.uk

For more information on how and why your information is processed please see the information provided when you accessed our services or were contacted by us.

Complaints

When we ask you for personal data, we will keep to the law.

If you consider that your personal data has been handled incorrectly please contact the Data Compliance Team in the first instance to investigate. Should you be unhappy with the response from the Data Compliance Team you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner at:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

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