

Probation and After-Care Service

1 Lemprière Street, St. Helier, Jersey JE2 3XB
Telephone (01534) 441900
Email: probation@courts.je Website: www.courts.je



PRIVACY NOTICE

Registration No. 17935

INTRODUCTION

The Jersey Probation and After-Care Service (JPACS) is committed to supporting the Parishes, Courts and Prisons by providing high-quality information and supervision to reduce re-offending and protect the public. In family cases, Jersey Family Courts Advisory Service (JFCAS) provides reports and advice focused on the best interests of children.

This privacy notice covers the Jersey Probation & After Care Service (JPACS) and Jersey Family Courts Advisory Service (JFCAS) which sit within the Non-Ministerial Department of the Courts.

JPACS is registered as a Controller under the [Data Protection \(Jersey\) Law 2018](#) (Data Protection Law), as we determine the purpose and means of the processing of the personal information collected about you for this service.

As a Non-Ministerial Government Department, we generally process and hold your information in order to provide public services and meet our statutory obligations. This notice explains in more detail how we use and share information relating to you (your personal data) in order to provide the service described above.

Find more information on how the Department uses your personal data for other services on the [States of Jersey privacy policies](#).

HOW WE COLLECT INFORMATION ABOUT YOU

Your personal data will, in most cases, be collected directly from you. This may be done in any of the following ways:

- Interview with Probation Service staff
- When you complete departmental forms that cover areas such as demographics, personal history and current circumstances.
- By telephoning, mailing or emailing us directly
- By completing our Community Service survey, or one of our online surveys

In some cases, we may collect information about you from another Government of Jersey department or from the following third parties with which we interact in order to deliver our duties:

- Courts (Royal, Magistrates, Youth & Family Courts)
- Police, Prisons and Customs & Immigration
- Children's Services, Schools & Social Services
- Medical Professionals (GP's specialists etc)
- Community Organisations
- Employment, Social Security & Housing
- Legal professionals and advisors
- Staff and volunteers
- Offenders, victims and their families

Probation and After-Care Service

1 Lemprière Street, St. Helier, Jersey JE2 3XB
 Telephone (01534) 441900
 Email: probation@courts.je Website: www.courts.je



- Children, parents & families involved in family court cases
- Suppliers with whom JPACS does business
- Complainants and enquiries

TYPES OF INFORMATION WE COLLECT

The types of personal data collected will vary depending on what information you volunteer and the information we need in each circumstance. However, we have listed below the most common categories of information we may collect about you:

- Personal details: name, address, family background, race, ethnicity, religion etc
- Criminal records: offender history and risk assessments
- Medical information: relevant medical history
- Educational, employment & training information

HOW WE USE THE INFORMATION ABOUT YOU

We need to collect and hold personal data about you, in order to carry out the public functions of JPACS. Our legal basis for processing personal data in most cases is that it is necessary for the exercise of JPACS statutory function or any public authority (Schedule 2 para 4(c) of the Data Protection Law).

We have set out in further detail why we use your personal data in each instance.

Purpose	Legal basis	Data used
Provide social work services to the criminal and family courts	<p>Public functions: The processing is necessary for the exercise of any function of Crown, the States or any public authority (Data Protection (Jersey) Law 2018, Schedule 2, paragraph 4c)</p> <p>Legal Obligation: The processing is necessary for the purpose of any legal proceedings (Data Protection (Jersey) Law 2018, Schedule 2, paragraph 12(a))</p>	<ul style="list-style-type: none"> • Demographic information • Family information • Health & mental health data • Social care records • Safeguarding history • Criminal offence data • Police/probation information • Any data required for court-directed assessments
Assess and supervise offenders in the community or prison	<p>Public functions: The processing is necessary for the exercise of any function of Crown, the States or any public authority (Data Protection (Jersey) Law 2018, Schedule 2, paragraph 4c)</p> <p>Vital interests:</p> <p>Legal Obligation: The processing is necessary for the purpose of any legal proceedings (Data Protection (Jersey) Law 2018, Schedule 2, paragraph 12(a))</p>	<ul style="list-style-type: none"> • Demographic information, • Criminal convictions, offence details, police intelligence • Risk assessments • Probation reports • Substance misuse and mental health

Probation and After-Care Service

1 Lempière Street, St. Helier, Jersey JE2 3XB
 Telephone (01534) 441900
 Email: probation@courts.je Website: www.courts.je



		<p>information</p> <ul style="list-style-type: none"> • Social care/safeguarding records • Education, employment, housing details • Information from prisons, probation services, police or courts
Support families and represent children in court proceedings	<p>Public functions: The processing is necessary for the exercise of any function of Crown, the States or any public authority (Data Protection (Jersey) Law 2018, Schedule 2, paragraph 4c)</p> <p>Legal Obligation: The processing is necessary for the purpose of any legal proceedings (Data Protection (Jersey) Law 2018, Schedule 2, paragraph 12(a))</p>	<ul style="list-style-type: none"> • Demographic information • Family composition & relationship information • Child protection & social care history • Health & mental health records • Police reports & safeguarding referrals • School/education data • Court orders, legal instructions • Multi-agency information
Promote safeguarding and public protection	<p>Public functions: The processing is necessary for the exercise of any function of Crown, the States or any public authority (Data Protection (Jersey) Law 2018, Schedule 2, paragraph 4c)</p> <p>Legal Obligation: The processing is necessary for the purpose of any legal proceedings (Data Protection (Jersey) Law 2018, Schedule 2, paragraph 12(a))</p>	<ul style="list-style-type: none"> • Demographic information • Social care & safeguarding history • Risk assessments & multi-agency information • Health/mental health data • Domestic abuse intelligence • Criminal convictions or police information • Education/social care professional reports • Information from JMAPP or other public protection agencies
Allow the statistical analysis of data and performance reporting	<p>Public functions: The processing is necessary for the exercise of any function of Crown, the States or any public authority (Data Protection (Jersey) Law 2018, Schedule 2, paragraph 4c)</p> <p>Legal Obligation: The processing is necessary for the purpose of any legal proceedings (Data Protection (Jersey) Law 2018, Schedule 2, paragraph 12(a))</p>	<ul style="list-style-type: none"> • Demographic information • Case types, safeguarding categories • Offence categories and risk levels • Assessment outcomes • Service demand and performance indicators • Workforce and operational data

WHO WE MAY SHARE YOUR INFORMATION WITH

OTHER DATA CONTROLLERS

Probation and After-Care Service

1 Lemprière Street, St. Helier, Jersey JE2 3XB
Telephone (01534) 441900
Email: probation@courts.je Website: www.courts.je



We may need to pass your personal data to other Government of Jersey departments or the following organisations for the purposes stated above:

- Courts (Royal, Magistrates, Youth & Family Courts)
- Police, Prisons and Customs & Immigration
- Children's Services, Schools & Social Services
- Medical Professionals (GP's, specialists, etc)
- Community Organisations
- Employment, Social Security & Housing
- The Government's Data Protection Officer
- The Jersey Office of the Information Commissioner

Interviews may be recorded for quality assurance, training, research and documentation purposes. They will be viewed by members of the Probation team and Managers. These recordings will be stored securely and only accessed by authorised personnel in accordance with applicable data protection laws. Before any recording is used for research outside of the probation service, client consent will be sought. [Recording of Interviews Consent Form](#)

They will be destroyed in accordance with our Retention Schedule

JPACS also uses CCTV footage for security purposes at its Lempriere Street premises. Recordings are retained for 3 weeks before being securely destroyed.

We may also disclose information to other public authorities where it is necessary, either to comply with a legal obligation, or where required under other legislation. Examples of this include, but are not limited to:

- Where the disclosure is necessary for the purposes of the prevention or detection of crime
- For national security purposes
- For the purposes of meeting statutory obligations
- Prevent risk of harm to an individual

SERVICE PROVIDERS

Your personal data may be processed on our behalf by certain third parties who provide service to us, so that they can provide those services. We have strict contracts in place with these service providers to ensure they process your data only on our instructions and with appropriate security in place. The categories of third parties who may receive your personal data in order to provide us with a service are:

- Email and data storage providers such as Microsoft
- Supplier of our case management system
- Jersey Archive

At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

PUBLICATION OF YOUR INFORMATION

Probation and After-Care Service

1 Lemprière Street, St. Helier, Jersey JE2 3XB
Telephone (01534) 441900
Email: probation@courts.je Website: www.courts.je



We may need to publish your information on our courts.je website for the reasons set out below. This will not include your personal data:

- Half yearly statistical information on the department's performance
- Annual report

HOW LONG DO WE STORE THE INFORMATION ABOUT YOU

We will keep your personal data accurate and up to date and not keep it for longer than is necessary for the purposes for which it was collected. Please see our [Retention Schedule](#) for more detail about how long we retain your information.

WHERE DO WE STORE THE INFORMATION ABOUT YOU

Government of Jersey systems store data in Jersey, the UK and the European Union. The UK has been granted adequacy status by the European Commission and personal data stored there will be protected to the same standards as personal data held in Jersey and the EU.

JPACS does not expect to transfer personal data outside the EU. However, we shall only do this with the necessary safeguards in place and where it complies with the Data Protection Law. For details of the safeguards we rely on if we do this, contact the Department using the contact details below.

COOKIES AND THE GOV.JE & COURTS.JE WEBSITE

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Find details of the cookies used on gov.je website in the [gov.je privacy policy](#)

STATUTORY OR CONTRACTUAL OBLIGATIONS TO PROVIDE PERSONAL DATA

You are not obliged by any law or contract to provide us with your personal data. However, if you choose not to provide certain information when requested, we may not be able to provide the service you have requested, or we may be prevented from complying with our legal obligation.

YOUR RIGHTS

See [your personal data rights](#) for details of your rights under the Data Protection Law and how to exercise them.

WITHDRAWAL OF CONSENT

Where we rely on your consent to process personal data (see section 3 above), you can withdraw your consent by contacting the Data Governance Officer at probdp2018@gov.je

CONTACT DETAILS

If you want to contact the Department in relation to this privacy notice, email the Data Governance Officer at probdp2018@gov.je

Probation and After-Care Service

1 Lemprière Street, St. Helier, Jersey JE2 3XB
Telephone (01534) 441900
Email: probation@courts.je Website: www.courts.je



COMPLAINTS

If you have an enquiry or concern regarding processing your personal data you can contact the [Central Data Protection Unit](#).

If you want to make a complaint about how your personal data is processed, you can email the Government's Data Protection Officer at DPO@gov.je.

If you believe that JPACS has contravened the Data Protection Law and the contravention affects your data protection rights, you have the right to make a complaint at any time to the [Jersey Office of the Information Commissioner \(JOIC\)](#).

We would, however, appreciate the chance to deal with your concerns before you approach the JOIC, so contact the DPO in the first instance.

CHANGES TO THIS NOTICE

We may, from time to time, revise this privacy to ensure it remains up to date. It is advisable to check it regularly to keep aware of any changes.