

# Probation and After-Care Service

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



## PRIVACY POLICY

Version / Created Date	By	Authorised By	Update Due
V1 2019			March 2020
V2 04/03/25	Michelle Le Fevre	Mike Cutland	March 2026
V3 24/11/25 - Added recording of interviews	Michelle Le Fevre	Mike Cutland	November 2026

### 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 policy outlines how JPACS collects, stores, uses, and shares personal data. It also explains how JPACS protects personal data and details the rights individuals have regarding their personal data

### COMPLIANCE WITH DATA PROTECTION LAWS

JPACS complies with the [Data Protection \(Jersey\) Law 2018](#) and the [Data Protection Authority \(Jersey\) Law 2018](#). JPACS is committed to handling personal data responsibly and securely to maintain the trust and confidence of those it serves.

### DATA COLLECTION

JPACS may collect personal data from:

- staff & volunteers
- offenders, victims, and their families
- clients who voluntarily access the service
- complainants and enquirers
- legal professionals and advisors
- children, parents, and families involved in family court cases
- other professionals and organisations for safeguarding and public safety purposes
- suppliers with whom JPACS does business

### TYPES OF DATA COLLECTED

JPACS collects the following types of personal data:

- Personal Details: name, address, family background, race, ethnicity, religion etc

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- Criminal Records: offender history and risk assessments
- Medical Information: relevant medical history
- Educational, Employment & Training information
- Social Circumstances & relationships

This data is collected to:

- provide social work services to the criminal and family courts
- assess and supervise offenders in the community or prison
- support families and represent children in court proceedings
- promote safeguarding and public protection
- allow the statistical analysis of data and performance reporting

Only the minimum data necessary is collected for each purpose.

## USING AND SHARING OF INFORMATION

JPACS uses personal data to fulfil its duties and may share it with relevant authorities, including:

- Courts (Royal and Magistrates Court)
- Police, Prisons and Customs & Immigration
- Children's Services, Schools & Social Services
- Medical Professionals (GP's, specialists, etc)
- Community Organisations
- Employment, Social Security & Housing

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.

## LEGAL BASIS FOR PROCESSING YOUR DATA

JPACS processes personal data to comply with legal obligations and carry out tasks in the public interest. In situations where these legal obligations do not apply, JPACS will seek explicit consent from the individual.

For more information on the legal basis for processing personal data, refer to the Information Commissioners website or by [emailing JPACS Data Champion](#).

## INTERNATIONAL DATA TRANSFERS

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JPACS does not expect to transfer personal data outside the European Union. If any transfers occur, appropriate safeguards will be in place.

## DATA SECURITY

JPACS takes data security seriously. All personal data is stored securely in electronic case management systems or securely on-site. Paper files are avoided where possible, but if used, they are stored securely on premises or in the Jersey Archive.

Sensitive information exchanged outside of the Government of Jersey system is transmitted through secure postal services or Egress Switch secure email.

## DATA RETENTION

Personal data is retained only as long as necessary for the purposes for which it was collected. Retention periods vary depending on the specific situation and nature of the data. For further details, [email the Data Champion](#) or consult the JPACS [Retention Schedule](#).

## YOUR RIGHTS

Individuals have the following rights regarding their personal data:

- Access: request access to personal data held by JPACS access your personal data
- Objection: object to how JPACS processes your data
- Correction: request corrections or updates to inaccurate data
- Restrictions: request restrictions on the use of your data

To exercise these rights, contact the JPACS Data Champion at:

Jersey Probation & After-Care Service  
1 Lemprière Street  
St Helier  
Jersey  
JE2 3XB

[Email the Data Champion](#)

## COMPLAINTS

If you are dissatisfied with how JPACS handles your personal data, you may first contact the JPACS Data Champion. If you are still unhappy, you can escalate the complaint to the Office of the Information Commissioner.

Office of the Information Commissioner  
2nd Floor

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For further details please read our [Feedback & Complaints Policy](#)

## CONTACT INFORMATION

For any enquiries or concerns about this Privacy Policy or how your data is handled, please contact the JPACS Data Champion using the contact details provided above.

## POLICY REVIEW

This policy will be reviewed regularly to ensure it remains relevant and effective in handling your personal data. Updates will be made as necessary to improve the service's responsiveness and accountability.