

do so when it is essential in the specific circumstances of the case. For example: to protect a child.

### **If You Have Problems**

If you are unhappy with the content or handling of your records, or the access to them that you are allowed, please approach your supervising officer.

If you are still unhappy, you may ask to speak to their manager about the problem.

If you and the manager do not agree the problem will be referred to an Assistant Chief Probation Officer.

If you still think you have been unreasonably refused, you may appeal by writing to: The Chief Probation Officer, see overleaf for address.

If you remain dissatisfied with the way the Probation Service is handling your records, you have the right of appeal to the Information Commissioner.

### **Equal Opportunities**

Derbyshire Probation Trust is committed to ensuring that it operates fairly and consistently and avoids discrimination on the grounds of race, nationality, ethnic origin, gender, age, Disability, religion, sexual orientation

or any other improper ground.

If you feel you have been discriminated against, please discuss this with a member of staff and this will be dealt with accordingly.

### **Your Views are Important**

We are committed to continuous improvement in all areas of our work. Your views on how we might provide a better service are most welcome.

### **Contact:**

The Chief Executive  
Derbyshire Probation Trust  
18 Brunswood Road  
Matlock Bath  
Derbyshire  
DE4 3PA      Tel: 01629 55422  
Fax: 01629 580 838

[www.dpsonline.org.uk](http://www.dpsonline.org.uk)



# Our File on You

## Information for Offenders

## The Information We Hold

Any information you provide to Probation Service staff is confidential. This includes information we receive about you from both the Crown Prosecution Service and the Police. We treat information about you with respect and normally only disclose it to others in order to prevent serious harm to a potential victim.

## Who Do We Pass Information To?

The Probation Service does have a responsibility to tell certain other organisations for the purposes of preventing re-offending and enforcement of orders of the court:

- We must tell the courts (or Parole Board) if you breach your supervision.
- We obliged to share some information with the Home Office.
- Occasionally we have to give certain information to the victim(s) of a serious offence if they have asked to be kept informed of the offender's progress.
- The Service has also agreements with other Criminal Justice Agencies to share information.
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## How Do We Use Information To Help You?

To help us help you not to offend again we aim to work with you in an open and honest way. We seek to do this by discussing things with you so you may contribute to the decisions taken.

From time to time, to help you further, we may involve other organisations. For example:

- Health Service;
- Social Services;
- Employment Agencies;
- Counsellors;
- Drugs and Alcohol Groups;
- Other Specialist Help.

We will normally ask you before passing information on to others.

## What Information Do We Keep?

We keep records to aid us in making decisions about you and your progress. We aim to keep secure, safe and accurate all the records we hold. Your record is likely to contain:

Personal information;

- Details of any offences including previous convictions;

- Information about Court Orders of licence conditions;
- A record of your contacts with the Probation Service.

## To See Your Record

You have a right, under the Data Protection Act 1998, to ask to see the information we hold about you. If you wish to see your file please ask your current supervising officer who will pass your request onto the relevant individual within the Probation Board.

You may also request access by writing to:  
The Chief Executive at the address overleaf.

Please include your name, date of birth, and the date of your last contact with the service with your written request.

A fee of £10 would be chargeable to cover administration charges.

## What Won't We Show You?

We will always seek to be as open as possible about the content of your file. However, when other agencies have sent information about you we cannot disclose it to you without their permission. In very exceptional situations we may withhold our own records from you, although we will only