



## The Information We Hold

If you or a family member has been a victim, of a sexual or violent offence and the offender received a prison sentence of twelve months or more or was made subject to a Hospital Order with a Restriction Order, then under the Domestic Violence, Crime and Victims Act 2004, the National Probation Service has a legal duty to offer you the opportunity to be kept informed of the offender's sentence/hospital process and to consult you about the conditions which the offender may be subject to when released back into the community.

In order to meet its duty the Probation Service is required to hold your contact information as well as information relating to the offender and the crime they committed. Derbyshire Probation Trust holds your details on a confidential computerised database and to ensure your details are fully protected only Probation staff of the Victim Liaison Team are authorised to access that information.

## What Information Do We Keep?

The only information that we hold about you is:

- Your name
- Your contact details e.g. address and telephone number
- If an interpreter or signer is required
- Details of the offence

- Details of the offender
- Any other information you share with us, including your views about the eventual release of the offender.

## How Do We Use Information To Help You?

### If you choose to have ongoing contact with the Victim Liaison Unit, we can:

- Keep you informed of the offender's custodial sentence/Hospital Order process, including any decisions made to release the offender
- Enable you to make your views known about whether the offender should be subject to extra conditions on their release regarding contact with you or your family
- Keep you informed of decisions made about any conditions regarding contact with you or your family to which the offender is to be subject on their release.

## Who Do We Pass Information To?

Information that you provide to us may be passed onto the following organisations:

- Other Probation areas where the offender may be released to or where you may have moved to;

- The Police-If there is a concern of risk of harm or the possibility of a crime being committed;
- Social Services- but only if there are child protection concerns;
- The Prison Service/Lifer Board – but only if you wish to make a representation about the conditions under which the offender will eventually be released;
- Other Organisations such as Victim Support Schemes if you wish to be referred for support

Where there is no legal requirement to inform another organisation of your details, we will not do so without your permission.

We will not under any circumstances pass your information onto the offender without your permission.

## Can you see what information we keep about you?

Under the 1998 Data Protection Act you have the right to see any information that the National Probation Service hold on you. If you wish to see the information relating to you please contact the Chief Executive, as detailed overleaf.

Please include your name, address, date of your last contact with the service and any other relevant information that might help us locate the information we hold about you along with your written request.