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| **SECTION 1: PERSONAL DETAILS**Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forename: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOB: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Prison Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Who were you living with prior to Committal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Will you be returning to the same address on release? Yes / No (If not please provide details of planned address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Foreign National: Yes/No Interpreter Required: Yes/No Deportation Recommended: Yes/No/Not Known If you are assessed as suitable for the Early Removal Scheme would you be interested in applying for consideration by the Home Office? |
| **SECTION 2: BENEFITS**In receipt of Benefits: Yes / No Referral to Benefits Officer: Yes / NoBenefits Type(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**SECTION 3: CUSTODY STATUS**Date of Committal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Court: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Charge/Offence(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Solicitor - Name/Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sentenced Remand Transfer Recall CPO DCS ECS ICS Lifer GB Lic Art 26 Length of Custody: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Length of Licence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If Transfer case, have significant others been advised Yes/No |
| **SECTION 4: RISK ASSESSMENT****PPANI:** Yes / No – Current/Previous(PPANI for relevant offences post 06/10/2008. Post 02/09/2013 Common Assault does not apply)*Sexual Violent Domestic Race Hate* **Schedule 1/Schedule 3 Offender:** Yes / No  **Sex Offender:** Yes / No Are there domestic Violence issues YES / NOAre there Child Protection Issues YES / NO**If yes inform Visits booking and the Prisoner NO visit with children will be granted until these issues have been Investigated by the child protection Officer and the Prisoner will be Informed of any outcome.**If Yes to any of the above please provide details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Schedule 1 Offender*** Person convicted of an offence against a child ***Schedule 3 Offender*** Person convicted of a sexual offence against a child under the age of 17yrs (18yrs in GB**Previous Custody:** Yes / No   If Yes – Details if known: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Current orders**: (Non-molestation, ASBO, SOPO) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If yes please provide details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**SECTION 5: PBNI STATUS AND INVOLVEMENT OTHER AGENCIES**Known to Probation: Yes/No Current/PreviousOffice/Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Social Services Involvement: Yes/No If yes provide details of Social Worker, Name & Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Mental Health:** History Yes/No If Yes – Nature of difficulty, when and details of Health Professional if known\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If concerns noted please advise with whom information has been shared (e.g. with Healthcare, Landing Staff, Psychology) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Any Immediate Issues/Actions Taken**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Name (Prisoner): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Prison Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  | **Name (PDU):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Referral to Family Link** Yes NoIf **Yes,** separate Family Links form **must** be completed |

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| **PERSONS REMANDED/CONVICTED OF SCHEDULE 1/3 or DOMESTIC VIOLENCE OFFENCE(S)** **Schedule1/3 Offence(s) Domestic Violence Offence(s)**Forename \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other Names or Alias (if known)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ Prison Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Remanded/Convicted at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Court on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sentence Imposed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **On the following schedule 1/3 charges: Current & Previous** Charges Victim(s) Name & Relationship DOB Date of offence1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_Name & Address of Victim (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship of Victim(s) to Defendant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Social Worker involved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Previous DRM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Investigating PSNI Officer/Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Committal Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Committal Interview \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ **For D/V Cases details of Children (Current Only)**Name DOB Relationship to Defendant/Victim1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2 .\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Confidentiality will be maintained by PDU staff (Prison Service and Probation Board staff) and those working on our behalf.

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| I have read the “Fair Processing Notice | [ ]  |
| I understand and agree that all personal information about my case will be shared within the Prisoner Development Unit (PDU) | [ ]  |
| I understand it may also be appropriate to share this information with other departments/service providers who may be making a contribution to my personal development plan | [ ]  |
| I understand this may also include the sharing of medical information as well as information regarding my attitudes, thoughts, beliefs, opinions and motivation | [ ]  |
| I understand that I may be asked to undertake interviews and/or assessments to help inform my personal development plan and assess my level of risk and harm | [ ]  |
| I acknowledge that permission for the sharing of information **will not** be required in relation to prevention and detection of criminal offences in accordance with section 29 of the data Protection Act | [ ]  |

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| I understand that my consent **will not** be required where there may be a risk of harm to self/others, Child Protection matters or for any other reasons as outlined in paragraph 3, Schedule 3, of the Data Protection Act 1998 | [ ]  |

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| **Where the Offender declines to sign this induction form** |
| I affirm that the below was explained to the offender but the offender declined to sign the form | [ ]  |

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| PDP Coordinator  | Signature | Date |
|       |       |  |
| PDP Support Officer | Signature | Date |
|       |       |  |
| Prisoner | Signature | Date |
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Information sharing and confidentiality

(To be completed on Committal for all sentence types)

**PRISONER DEVELOPMENT UNIT - FAIR PROCESSING NOTICE**

**INTRODUCTION**

The purpose of this notice is to explain to you how and why we collect and record personal information about you.

In order to do this we have to ensure that your consent is as informed as is reasonably possible and that you understand personal information will only be shared for professional, appropriate and proportionate reasons.

**WHO WE ARE AND WHAT WE DO**

The Prisoner Development Unit (PDU) is a team of staff who have a specific responsibility to work closely with offenders in providing the following services;

* Conducting and reviewing Risk assessments
* Preparation of Prisoner Development Plans
* Preparing for their Parole Hearings
* Preparing for their return to the community
* Delivering services that will help to reduce their risk of re-offending (e.g. Drug and Alcohol counselling)
* Developing offenders’ skills and abilities (e.g. education and employment skills).

Under new legislation some offenders will have received Public Protection Sentences, i.e. the courts have deemed it necessary to impose a custodial sentence to protect the public until they have shown a reduction in their risk of serious harm.

Other offenders do not pose a risk of serious harm but may be likely to re-offend on release without help and support.

The PDU will work with all offenders to reduce levels of risk and the chances of re-offending.

**WHAT TYPE OF INFORMATION WILL WE HOLD ABOUT YOU?**

In order to perform our statutory duty, it will be necessary for PDU to process large amounts of personal information about you.

The definition of personal information is set out at section 1 of the Data Protection Act 1998 (DPA). This will necessarily include sensitive personal information, which is defined in section 2 of the DPA as personal information relating to:

1. Racial or ethnic origin
2. Political opinions
3. Religious beliefs
4. Trade union membership
5. Physical or mental health
6. Sexual life
7. Offences or alleged offences
8. Proceedings for any offences

Not all PDU files and/or dossiers will contain information falling into all of the categories noted above, but for PDU staff to build as full and accurate an assessment of your progress it will be necessary to record this information in a secure and professional way.

**WHAT WILL PDU DO WITH YOUR PERSONAL INFORMATION?**

PDU will use your personal information, including reports, interview notes, Residential reports, etc, in order to prepare a Prisoner Development Plan and ultimately a dossier for consideration by the Parole Commissioners (if appropriate). This information will be collected from a number of sources, including Probation, Psychology, Healthcare, etc and will form a document charting your progress through the Prisoner Development process. It will be necessary to share this information with other interested parties, listed below.

All processing will be carried out in accordance with the Principles of the Data Protection Act 1998 and as required by the Criminal Justice (Northern Ireland) Order 2008 and Parole Commissioners (N.I.) Rules 2009.

**INFORMATION SHARING**

To ensure that the Parole commissioners are provided with all the information they require to make an informed decision regarding sentences, it will be necessary to share information between several organisations and agencies.

The agreed purposes for sharing information are as follows:

* To maintain the protection of the public as paramount
* To deliver effective sentence planning and services
* To improve quality of supervision, support and treatment
* To undertake and review accurate and comprehensive risk assessment
* To manage risk and need appropriately
* To deliver and evaluate programmes and interventions
* To facilitate the parole/ licensing process
* To allocate resources effectively
* To contract and commission services
* To avoid duplication of information gathering
* To audit services (accounts, care, performance)
* To investigate complaints (actual or potential legal claims)
* To inform, educate and develop staff
* To analyse statistics
* To contribute to research

The Agencies and Organisations between which information will be shared are as follows:

* + Northern Ireland Prison Service (NIPS)
	+ Probation Board for Northern Ireland (PBNI)
	+ Police Service for Northern Ireland (PSNI)
	+ Northern Ireland Courts Service (NIcts)
	+ Public Prosecution Service (PPS)
	+ Public Protection Arrangements NI (PPANI)
	+ NI Health & Social Care Trusts
	+ NI Housing Executive
	+ Youth Justice Agency (YJA)
	+ Start 360/ ADEPT
	+ NIACRO

**LEGAL BASIS FOR INFORMATION SHARING**

Information sharing is a form of processing. As such, it must be carried out fairly and lawfully in accordance with the Principles of the DPA. To do this, at least one of the conditions in Schedule 2 of the DPA must be satisfied and, in the case of sensitive personal data, at least one of the conditions in Schedule 3 must also be satisfied. The relevant Schedule 2 conditions in this case are:

* + Consent;
	+ Legal obligation of the Data Controller;
	+ Public functions (including the administration of justice );
	+ The legitimate interests of the data controller.

The relevant Schedule 3 conditions are:

* Explicit consent;
* Vital interests of the data subject or any other person;
* Legal advice;
* Public functions (including the administration of justice );
* Detection of unlawful activity;
* Protection of the public;
* Public interest disclosure;
* Research activities that are in the substantial public interest;
* Police processing.

**CONTACTS**

Any questions or complaints about the way in which your personal information is being processed should be referred to:

* + Head of PDU