

Data Processing Summary

CRC/Probation Services

Introduction

This data processing agreement outlines the specific processes for when personal information and sensitive personal information is shared between National Probation Service (NPS) or Derbyshire, Leicestershire, Nottinghamshire and Rutland Community Rehabilitation Company (DLNR CRC) and Derbyshire and Derby City Childrens Services Childrens Services. All personal information will only be shared electronically by the use the secure e-mail addresses outlined below. This document should also be read alongside the DDSCP [Managing Individuals who Pose a Risk of Harm to Children procedure](#).


Probation Services

Both the NPS and DLNR CRC hold responsibility for the statutory supervision of adult offenders subject to community sentence and post-release licence and post sentence supervision. However, allocation of cases is divided along the following lines:


NPS: all adult offenders who are assessed as high or very high risk of serious harm, all MAPPA nominal offenders, all Foreign National offenders, all offenders subject to Organised Crime Prevention Orders, all offenders who are assessed as high or very high risk of re-offending based on their RSR score. In addition the NPS provides probation services to all adult courts and has staff based in all public sector prisons.


CRC: all adult offenders who are assessed as a low or medium risk of serious harm. If it is agreed with the NPS that an offender's risk has escalated to high, then the offender is transferred to the NPS. The CRC is responsible for delivering Unpaid Work and Accredited Programmes to all offenders who are subject to these requirements. The CRC also delivers Resettlement Services in all local Resettlement Prisons¹


¹ HMP Leicester, HMP Peterborough, HMP Ranby, HMP Foston, HMP Nottingham, HMP Sudbury

<u>Types of Information Exchange</u>	Purpose	Data Controller Source	Data Controller Recipient	Information to be provided	Process
<p>Known Persons Check (Probation initiated)</p>  <p>Safeguarding Known Persons Che</p>	<p>For probation services to confirm whether adults/their families are known/have recently been known to children's services and if so, in what capacity. Checks are made at various points in the offender's sentence.</p>	<p><i>Derbyshire – Starting Point</i></p> <p><i>Derby City Mash</i></p>	<p>CRC</p>	<p>Confirmation of whether the named adult/their family is known and if so in what capacity. Contact details of any professionals involved to be included.</p>	<p>CRC initiated checks will be requested via secure email either centrally from CustomerServices@rrpgov.uk or from directly individual practitioners firstname.secondname@rrpgov.uk</p> <p>Derbyshire – send via: Starting Point Referral Form or starting.point@derbyshire.gov.uk</p> <p>Derby City – send via on-line referral form - https://myaccount.derby.gov.uk/en/service/report_concerns_about_a_child</p> <p><i>Information provided will be whether case is currently open and if so name of social worker, if closed when it was closed. Reason for involvement will also be provided. Timescale is two working days.</i></p> <p><i>If further information is required the online referral form will need to be completed.</i></p> <p><i>Should any concerns be raised in regards to the timeliness of the release of the data, the Escalation Process should be followed.</i></p>
		<p><i>Derbyshire – Starting Point</i></p> <p><i>Derby City MASH</i></p>	<p>NPS</p>	<p>Confirmation of whether the named adult/their family is known and if so in what capacity. Contact details of any professionals involved to be</p>	<p>Urgent NPS initiated checks will be requested from Court via telephone contact or email with Head this URGENT In Court.</p> <p>Derbyshire – send via: Starting Point Referral Form or starting.point@derbyshire.gov.uk</p> <p>Or</p> <p>Derby Initial response Team via telephone if urgent or online form if time allows.</p> <p>https://myaccount.derby.gov.uk/en/service/report_concerns_about_a_child (Derbyshire / Derby City – verification will be required to release the data - call</p>

				included.	<p>back to Officer if this is not emailed.)</p> <p>All other business as usual checks will be requested via secure email either centrally from SPOC secure email boxes in each office location or directly from individual practitioners firstname.secondname@justice.gov.uk</p> <p>Included SPOC email addresses for verification:</p> <p>Chesterfield - midlandsnps.derbyshirenorth@justice.gov.uk Buxton - MidlandsNPS.derbyshirewest@justice.gov.uk (please note only monitored Tues-Thurs) Ilkeston - MidlandsNPS.DerbyshireEast@justice.gov.uk</p> <p>For City: Derby - MidlandsNPS.derbyshire.city@justice.gov.uk</p> <p>Derbyshire – send to: Starting Point Referral Form or starting.point@derbyshire.gov.uk</p> <p>Derby City send to: https://myaccount.derby.gov.uk/en/service/report_concerns_about_a_child</p> <p><i>Information provided will be whether case is currently open and if so name of social worker, if closed when it was closed. Reason for involvement will also be provided. Timescale is two working days.</i></p> <p><i>If further information is required the online referral form will need to be completed.</i></p> <p><i>Should any concerns be raised in regards to the timeliness of the release of the data, the DDSCP multi agency Escalation Process should be followed.</i></p>
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<u>Type of Information Exchange</u>	Purpose	Data Controller Source	Data Controller Recipient	Information to be provided	Process
<p>Known Persons Check (Derby City / Derbyshire initiated)</p>  <p>Childrens Services initiated Known Person</p>	<p>For children's services to confirm with probation services whether any adults in a family are currently or recently known and if so, in what capacity.</p>	<p>CRC</p>	<p>Childrens Services (Starting Point or Locality Team)</p> <p>Childrens Services (Derby City MASH/ Localities)</p>	<p>Confirmation of whether an adult is known to the CRC and if so provide sentence details and contact details of Responsible Officer so further contact can be made to share risk-related information including current assessment.</p>	<p>Information will be requested via email on the embedded form however urgent request will be responded to verbally; Requests to CRC should be received into CustomerServices@rrpgov.uk</p> <p>Derbyshire requests from: starting.point@derbyshire.gov.uk or individual workers firstname.secondname@derbyshire.gov.uk or locality teams:</p> <p>Area 1 HPND.CAYA@derbyshire.gov.uk Area 2 CHESTERFIELD.CAYA@derbyshire.gov.uk Area 4/5 CAYA.NEDBOL@derbyshire.gov.uk Area 6 AMBERVALLEY.CAYA@derbyshire.gov.uk Area 7 SDSD.CAYA@derbyshire.gov.uk Area 8 EREWASH.CAYA@derbyshire.gov.uk</p> <p>Derbyshire responses to be sent back to requester and locality team applicable</p> <p>Derby City requests from: https://myaccount.derby.gov.uk/en/service/report_concerns_about_a_child</p> <p>Or individual workers firstname.secondname@derby.gov.uk</p> <p>Derby City responses send to allocated worker or https://myaccount.derby.gov.uk/en/service/report_concerns_about_a_child</p>

<p>Known Persons Check (Derby City / Derbyshire initiated)</p>  <p>Childrens Services initiated Known Person</p>	<p>For children's services to confirm with probation services whether any adults in a family are currently or recently known and if so, in what capacity.</p>	<p>NPS</p>	<p>Childrens Services (Starting Point or Locality Team)</p> <p>Childrens Services (Derby City MASH/ Localities)</p>	<p>Confirmation of whether an adult is known to the NPS or previously to the CRC and if so provide sentence details and contact details of Responsible officer so further contact can be made to share risk-related information including current assessment</p>	<p>Information will be requested via email on the embedded form however urgent request will be responded to verbally;</p> <p>For Derbyshire: Queries to the NPS by email should be sent to Chesterfield - midlandsnps.derbyshirenorth@justice.gov.uk Buxton - MidlandsNPS.derbyshirewest@justice.gov.uk (please note only monitored Tues-Thurs) Ilkeston – MidlandsNPS.DerbyshireEast@justice.gov.uk</p> <p>For City: Derby - MidlandsNPS.derbyshire.city@justice.gov.uk</p> <p>Derbyshire: Derbyshire requests from either: starting.point@derbyshire.gov.uk or individual workers firstname.secondname@derbyshire.gov.uk or locality teams:</p> <p>Area 1 HPND.CAYA@derbyshire.gov.uk Area 2 CHESTERFIELD.CAYA@derbyshire.gov.uk Area 4/5 CAYA.NEDBOL@derbyshire.gov.uk Area 6 AMBERVALLEY.CAYA@derbyshire.gov.uk Area 7 SDSD.CAYA@derbyshire.gov.uk Area 8 EREWASH.CAYA@derbyshire.gov.uk</p> <p>Derbyshire responses will be sent to the referring social worker and the generic locality admin address</p> <p>City: Derby City requests from: https://myaccount.derby.gov.uk/en/service/report_concerns_about_a_child</p> <p>Or individual workers firstname.secondname@derby.gov.uk</p> <p>Derby City responses send to allocated worker or https://myaccount.derby.gov.uk/en/service/report_concerns_about_a_child</p>
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Type of Information Exchange	Purpose	Data Controller Source	Data Controller Recipient	Information to be provided	Process
<p>Notification that an adult has convictions against a child(ren) to Childrens Social Care (RtCN1 Form)</p>  <p>Risk to Children Notification (RtCN1)M2</p>	<p>For probation services to inform children’s services of any adult subject to statutory supervision who has a current conviction(s) for sexual or violent offences against a child. <u>A notification is for information only and is not a referral.</u></p>	<p>CRC</p>	<p>Derbyshire – Starting Point</p> <p>Derby City MASH</p>	<p>Name, dob, address of offender. Details of conviction including date and sentence. Confirmation that there is no known risk to an identified child OR that there is and a referral will follow.</p>	<p><i>CRC will communicate this information via secure email using an adaptation of the PPRC form (RtCN1). This will be completed by CRC Case Managers following completion of initial risk assessment. The form will become part of the Induction Pack – (RtCN1 Form)</i></p> <p>Send notifications to -</p> <p>Derbyshire: send via: Starting Point Referral Form or starting.point@derbyshire.gov.uk</p> <p>Derby City: https://myaccount.derby.gov.uk/en/service/report_concerns_about_a_child</p>
		<p>NPS</p>	<p>Derbyshire – Starting Point</p> <p>Derby City MASH</p>	<p>Name, dob, address of offender. Details of conviction including date and sentence. Confirmation that there is no known risk to an identified child OR that there is and a referral will follow.</p>	<p><i>NPS will communicate this information via secure email using an adaptation of the PPRC form (RtCN1). This will be completed by NPS Offender Managers following completion of initial risk assessment. The form will become part of the Induction Pack – (RtCN1 Form)</i></p> <p>Send notifications to -</p> <p>Derbyshire: send via: Starting Point Referral Form or starting.point@derbyshire.gov.uk</p> <p>Derby City: https://myaccount.derby.gov.uk/en/service/report_concerns_about_a_child</p>

<u>Type of Information Exchange</u>	<u>Purpose</u>	<u>Data Controller Source</u>	<u>Data Controller Recipient</u>	<u>Information to be provided</u>	<u>Process</u>
Referral to Childrens Social Care Starting Point or Initial Response Team	For probation services to alert Childrens services to any concerns that require intervention (in accordance with the DDSCP Thresholds Guidance).	CRC	<i>Derbyshire – Starting Point</i> <i>Derby City IRT</i>	All information requested in the on-line referral form to be provided	Telephone and on-line referral process to be followed in –line with DDSCP policies and procedures Making a referral to Social Care Derbyshire: send via: Starting Point Referral Form Derby City: https://myaccount.derby.gov.uk/en/service/report_concerns_about_a_child
		NPS	<i>Derbyshire – Starting Point</i> <i>Derby City IRT</i>	All information requested in the on-line referral form to be provided	Telephone and on-line referral process to be followed in –line with DDSCP policies and procedures Making a referral to Social Care Derbyshire: send via: Starting Point Referral Form Derby City: https://myaccount.derby.gov.uk/en/service/report_concerns_about_a_child
<u>Type of Information Exchange</u>	<u>Purpose</u>	<u>Data Controller Source</u>	<u>Data Controller Recipient</u>	<u>Information to be provided</u>	<u>Process</u>
Strategy Meeting Invites	For Children’s services to ensure that probation services are aware of and	<i>Childrens Services (Starting Point or Locality Team)</i>	CRC	Children’s services to provide details of case and date/time/venue for Strategy meeting. Both	Child Protection Section 47 enquiries . A representative would be preferable at the strategy discussion. The PDM will arrange for a response if the Case Manager is unavailable. Invites to CRC should be received by secure email into: CustomerServices@rrp.gse.gov.uk The invites will then be sent to Case Managers with their PDM cc’d. The Case

	given the opportunity to participate in Strategy discussion /Meetings			parties to then provide information in line with DDSCP policy and procedures .	<p>Manager will provide a written update to:</p> <p>Derbyshire: Requests will come from Starting Point or Locality Teams or individual workers responses to be sent back to requester, ie Starting Point or Locality teams – varied addresses and should go back to the requester.</p> <p>City: Requests will come from IRT or individual workers, responses to be sent back to the requester</p>
		<p><i>Childrens Services (Starting Point or Locality Team)</i></p> <p><i>Derby City MASH/ Locality</i></p>	NPS	Children’s services to provide details of case and date/time/venue for Strategy meeting. Both parties to then provide information in line with DSCB policy and procedures.	<p>Invites to be sent to NPS SPOC Sophie.nuttall@justice.gov.uk based in the Risk and Referral team at police HQ. Child Protection Section 47 enquiries A representative would be preferable at the strategy discussion. The SPO will arrange for a response if the Case Manager is unavailable.</p> <p>The invites will then be sent to Offender Managers with their SPO cc’d. The Offender Manager will provide a written or verbal update to the NPS SPOC based at Police HQ</p> <p>Derbyshire: Requests will come from Starting Point or Locality Teams or individual workers DCC responses to be sent back to requester, ie Starting Point or Locality teams – varied addresses and should go back to the requester</p> <p>Derby City: Request will come from Initial Response Team or individual workers Derby City responses to be sent back to Initial Response team or individual workers.</p>

<u>Type of Information Exchange</u>	Purpose	Data Controller Source	Data Controller Recipient	Information to be provided	Process
Child Protection Conferences	For Children's services to ensure that probation services are invited to relevant Child Protection conferences	<i>Derbyshire and Derby City</i>	CRC	Children's services to provide details of the planned conference and names/addresses of any adults involved.	<p>Invites to CRC should be received by secure email into: CustomerServices@rrpgov.uk. The invites will then be sent to Case Managers with their manager cc'd. The Case Manager will confirm attendance and provide a written update to:</p> <p>Derby City invites/request From and to cpsafeguarding@derby.gov.uk Derbyshire invites/requests From and to CS.CPCONF@derbyshire.gov.uk</p> <p>The update will be provided on the agreed report template. The PDM will arrange for a response if the Case Manager is unavailable. Child protection conference procedure & Forms</p>
		<i>Derbyshire and Derby City</i>	NPS	Children's services to provide details of the planned conference and names/addresses of any adults involved.	<p>Invites to NPS should be received by secure email into:</p> <p>Derbyshire Chesterfield - midlandsnps.derbyshirenorth@justice.gov.uk Buxton - MidlandsNPS.derbyshirewest@justice.gov.uk (please note only monitored Tues-Thurs) Ilkeston - MidlandsNPS.DerbyshireEast@justice.gov.uk Derby City MidlandsNPS.derbyshire.city@justice.gov.uk Derby City invites / requests – From and to cpsafeguarding@derby.gov.uk</p> <p>Derbyshire invites/requests– From and to CS.CPCONF@derbyshire.gov.uk The invites will then be sent to Offender Managers with their manager cc'd. The Offender Manager will confirm attendance and provide a written report to conference. The update will be provided on the agreed report template. The SPO will arrange for a response if the Case Manager is unavailable. A representative would be preferable at the CP conference Child protection conference procedure & Forms</p>

<u>Types of Information Exchange</u>	Purpose	Data Controller Source	Data Controller Recipient	Information to be provided	Process
On-going communication	For Children's Services and Probation Services to regularly exchange relevant information to ensure the safety and well-being of children	All	All	SEE PROCESS	<p>Communication to be made to your known contact by either telephone or secure email. All communication and what has been shared should be recorded on partner case management systems.</p> <p>Information to be provided All relevant information should be exchanged in a timely manner via secure routes. Probation Responsible Officers should always notify Childrens Services of any relevant change in circumstances including:</p> <ul style="list-style-type: none"> • A change in risk assessment and any relevant adjustments to the Risk Management Plan • A change in address (communication should commence prior to any move where possible) • A recall or return to court for breach (or earlier concern over non-compliance) • Completion of a sentence
	Prisoners managed under OMIC (Offender management in custody)	Prisons & Probation	Childrens Services	Requests for information	CSC would be required to access information from each prison directly (for those offenders with lengthy prison sentences). OMIC will apply to prisoners who have at least 10 months left to serve in prison prior to release. Probation service will support CSC in acting as a conduit should difficulties in information exchanges be apparent when working directly with offender managers in individual prison settings.