

Jigsaw Visitors Centre Privacy Policy for Family Interventions at HMP Leeds & HMP Wealstun

Our contact details

Name: Jigsaw Visitors Centre

Address: C/O HMP Leeds, 2 Gloucester Terrace, Armley, Leeds, LS12 2TJ

Phone Number: 0113 2032771

E-mail: info@jigsawcharity.org

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (i.e. names, address, date of births, ethnicity, age of children, email addresses and contact details, how many times participated)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you in order for you to take part in our Family Intervention Programme:

- Your name: to enable you to take part
- Name and address of families: to send your photos to your child/ren and families
- Age of child: to develop age appropriate activities
- Ethnicity: to evaluate the participation across all ethnic groups
- How many times participated: to evaluate take up of our interventions, ongoing benefits of the interventions and participants satisfaction
- Anything that may affect your participation (contact issues/custody proceedings, safeguarding issues)
- Email address of families: to send out video and photos to them
- We may share this information with Her Majesty's Prison and Probation Service (HMPPS)

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

Your consent. You are able to remove your consent at any time. You can do this by contacting Director, Jigsaw Visitors Centre C/O HMP Leeds, 2

Gloucester Terrace, Armley, Leeds, LS12 2TJ. 0113 2032771 or info@jigsawcharity.org

How we store your personal information

Your information is securely stored in the HMP Leeds Visitors Centre.

We keep your name, ethnic origin, name and age of the child/ren, name and addresses of the recipients, email addresses, number of times participated and any issues that may affected your participation. We dispose of your information by shredding your application form after 6 months but store your information electronically for 1 year. We then dispose of it by deleting it from our server.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@jigsawcharity.org Jigsaw Visitors Centre, C/O HMP Leeds, 2 Gloucester Terrace, Armley, Leeds, LS12 2TJ or 0113 2032771 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Jigsaw Visitors Centre, C/O HMP Leeds, 2 Gloucester Terrace, Armley, Leeds, LS12 2TJ, 0113 2032771, info@jigsawcharity.org

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>