

# 37. PERSONAL INFORMATION

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**STANDARD:** Personal information held on living individuals by the Prison Service is handled in accordance with the Data Protection Act 1998.

## PERFORMANCE INDICATOR:

- Audit Compliance

## APPLICABILITY:

- Establishments and HQ

## REQUIRED OUTCOMES

### DATA QUALITY

Personal data are accurate and relevant.

### ACCESS

Authorised persons can access records.

### STORAGE

All records are stored in a way as that facilitates retrieval and the authorised access, and minimises accidental damage / loss.

### RETENTION AND DESTRUCTION

Personal data are retained only where there is a legal requirement or proven operational need.

### MEDICAL AND PSYCHOLOGICAL RECORDS

Individuals' entitlement to medical confidentiality is safeguarded.

## KEY AUDIT BASELINES

1. Personal information is accurate, and collected and updated in accordance with the Principles set out in the Data Protection Act 1998.
2. Personal information held on electronic and manual systems are consistent.
3. Access to personal data is granted in line with current legislation and codes.
4. Records are stored in accordance with current instructions issued by the Open Government Unit.
5. Records are kept in a secure place.
6. All records withdrawn for use have an audit trail.
7. Records are retained or destroyed in accordance with current instructions issued by the Open Government Unit.
8. A system is in operation to manage dead and dormant records that meets local operational requirements and current instructions issued by the Open Government Unit.
9. Medical / psychological information is disclosed only with the prisoner's consent or on authorised medical grounds.
10. Inmate Medical Records (IMRs) are held securely with access restricted solely to authorised staff.
11. An audit trail of IMR movements is maintained by staff in the Healthcare Department.

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**REFERENCES:****LEGISLATION**

Data Protection Act 1998  
Freedom of Information Act 2000

**NATIONAL INSTRUCTIONS**

PSO 0200 HM Prison Service Standards Manual  
PSO 9020 The Data Protection Act 1998 and the Freedom of Information Act 2000

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