



**MEMORANDUM OF UNDERSTANDING ON DATA SHARING FOR THE COVID-19
RESPONSE**

BETWEEN

- (1) **THE PRISONS AND PROBATION OMBUDSMAN (PPO)**
- (2) **HER MAJESTY'S INSPECTORATE OF PRISONS (HMI Prisons)**

MEMORANDUM

1. Purpose

This Memorandum is intended to set out the terms upon which the PPO shall provide HMI Prisons with data to inform its response to the COVID-19 crisis. The data provided to HMI Prisons will be used solely to inform decisions about where to undertake short scrutiny visits, and to provide background information for inspectors who undertake these visits.

2. Data provided

The PPO will provide a weekly summary of relevant (formal or informal) information or intelligence relating to the current treatment and conditions for prisoners and/or establishments' response to the COVID-19 crisis.

3. Handling instructions

The data will be sent to HMI Prisons via dom1, the secure Ministry of Justice email system, to intel@hmiprisons.gov.uk.

4. Data protection status

The data the PPO provides to HMI Prisons will not contain any 'Personal Data' as that term is defined in the European Union's General Data Protection Regulation 2016/679 (GDPR) as incorporated into UK law by the Data Protection Act of 2018.

5. Ownership of the PPO data

The data to be provided to HMI Prisons by the PPO is owned, and shall at all times, remain owned, by the PPO.

6. Data use, sharing, and assumptions

HMI Prisons will only use or share the data for the limited purpose of informing decisions about inspection and scrutiny visits to establishments. The data will be stored within secure electronic folders, accessible to only a limited number of Inspectorate staff. The information will only be used internally within HMI Prisons, and will not be shared with other organisations or quoted in any publications.

7. HMI Prisons reports

HMI Prisons will provide a short debrief note to Governors in the week following the visit. This debrief will not be published. HMI Prisons will share the debrief note with the PPO as part of this information sharing agreement. The PPO will only use the debrief notes internally to inform their own work, and will not share them with any other organisations or quote them in any publications. HMI Prisons will send the summaries via the dom1 system to learning.lessons@ppo.gov.uk.

IN WITNESS of which this Memorandum of Understanding has been executed on the above date.

Signed



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Authorised Signature for and on behalf of
**THE PRISONS AND PROBATION
OMBUDSMAN**

Name: Kimberley Bingham
Position: Deputy Ombudsman
Dated: 27/04/2020

Signed



Authorised Signature for and on behalf of
**HER MAJESTY'S INSPECTORATE OF
PRISONS**

Name: Martin Lomas
Position: Deputy Chief Inspector
Dated: 23/04/2020