



Disclosure of personal information to victims of foreign national offenders

Disclosure of personal information to victims of foreign national offenders

About this guidance

About this guidance Referral process Assess request against disclosure criteria Case owner actions Using National Probation Service to verify a correspondent's identity Issuing a response Statutory victim contact scheme Confidentiality of information Follow up action Case information database (CID) updates	<p>This guidance tells you about the criminal casework directorate (CCD) process for the disclosure of personal information to victims of foreign national offenders, or persons writing on behalf of the victim.</p> <p>For more information on the UK Border Agency's policy of disclosing personal information to third parties, see related link: 04.0 - Disclosure of personal information to third parties.</p> <p>Changes to this guidance - This page tells you what has changed since the previous version of this guidance.</p> <p>Contact - This page tells you who to contact for help if your senior caseworker or line manager can't answer your question.</p> <p>Information owner - This page tells you about this version of the guidance and who owns it.</p> <p>Safeguard and promote child welfare – This page explains your duty to safeguard and promote the welfare of children and tells you where to find more information.</p>	<p>In this section</p> <p>Changes to this guidance</p> <p>Contact</p> <p>Information owner</p> <p>Links to staff intranet removed</p>
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Disclosure of personal information to victims of foreign national offenders

Changes to this guidance

[About this guidance](#)

[Referral process](#)

[Assess request against disclosure criteria](#)

[Case owner actions](#)

[Using National Probation Service to verify a correspondent's identity](#)

[Issuing a response](#)

[Statutory victim contact scheme](#)

[Confidentiality of information](#)

[Follow up action](#)

[Case information database \(CID\) updates](#)

This page lists the changes to the disclosure of personal information to victims of foreign national offenders guidance, with the most recent at the top.

Date of change	Details of change
19 December 2012	Six month review by the modernised guidance team: <ul style="list-style-type: none">• Minor housekeeping changes.
15 June 2012	Six month review by the modernised guidance team: <ul style="list-style-type: none">• Minor housekeeping changes.
7 December 2011	Six month review by the modernised guidance team: <ul style="list-style-type: none">• Throughout this guidance 'foreign national prisoners' has been changed to 'foreign national offenders'• Minor housekeeping changes.
23 June 2011	Revised and modernised by criminal casework directorate process team and the modernised guidance team.

Related links

See also

[Contact](#)

[Information owner](#)

Disclosure of personal information to victims of foreign national offenders

Referral process

About this guidance Referral process Assess request against disclosure criteria Case owner actions Using National Probation Service to verify a correspondent's identity Issuing a response Statutory victim contact scheme Confidentiality of information Follow up action Case information database (CID) updates	<p>This page tells you how requests for personal information about foreign national offenders from their victims are allocated within the UK Border Agency's criminal casework directorate (CCD).</p> <p>CCD briefing and correspondence team (BCT) are the initial point of referral for all requests for disclosure of personal information about foreign national offenders to their victims or the victim's representative. If any other part of CCD receives the request it must be sent immediately to the CCD briefing and correspondence inbox (see related link).</p>	Links to staff intranet removed
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Disclosure of personal information to victims of foreign national offenders

Assess request against disclosure criteria

About this guidance Referral process Assess request against disclosure criteria Case owner actions Using National Probation Service to verify a correspondent's identity Issuing a response Statutory victim contact scheme Confidentiality of information Follow up action Case information database (CID) updates	<p>This page tells you how a request for personal information about foreign national offenders from their victims is assessed against the disclosure criteria.</p> <p>When a request for information from a victim of a foreign national offender or their nominated representative is received, criminal casework directorate (CCD) briefing and correspondence team (BCT) assess the request against the recorded offence and sentence details. Information about an offender to a victim or their representative must only be disclosed if:</p> <ul style="list-style-type: none">• the offender received a prison sentence of 12 months or more• the court recommended deportation, or• the offence was a violent or sexual offence, and the offender was sentenced to imprisonment. <p>If the request meets the above requirements, CCD BCT must follow the procedures outlined in the related link: Handling MP and treat as official correspondence for CCD cases.</p> <p>If the enquiry does not meet these requirements, BCT must respond to the victim through the standard processes. No information must be disclosed and BCT must issue a standard 'third party' refusal to disclose information letter. For more information, see related link: Handling MP and treat as official correspondence for CCD cases.</p>	Related links See also Links to staff intranet removed
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Disclosure of personal information to victims of foreign national offenders

Case owner actions

About this guidance Referral process Assess request against disclosure criteria Case owner actions Using National Probation Service to verify a correspondent's identity Issuing a response Statutory victim contact scheme Confidentiality of information Follow up action Case information database (CID) updates	<p>This page tells you about the actions required by criminal casework directorate (CCD) case owners when dealing with a request for personal information about foreign national offenders (FNOs) from their victims.</p> <p>In cases that involve a disclosure of information to a victim, there is no need for you to complete a full immigration history form. You will be sent the case minute form to complete. To see the form, see related link: Annex A: Case minute - request for disclosure of information to victim of foreign national offender. If the FNO has been removed or deported, CCD briefing and correspondence team (BCT) will complete all checks, such as verification of identity.</p> <p>You must carry out checks on the victim's identity against details held on the Home Office (HO) file and the judge's sentencing remarks, if available. If after checking the HO file and any other sources of information, you are unable to verify the identity of the victim, you must state this clearly on the case minute when it is returned to CCD BCT.</p>	Related links See also Links to staff intranet removed
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Disclosure of personal information to victims of foreign national offenders

Using National Probation Service to verify a correspondent's identity

About this guidance Referral process Assess request against disclosure criteria Case owner actions Using National Probation Service to verify a correspondent's identity Issuing a response Statutory victim contact scheme Confidentiality of information Follow up action Case information database (CID) updates	<p>This page tells you how to check a correspondent's identity when dealing with a request for personal information about foreign national offenders from their victims.</p> <p>If you cannot confirm the identity of the victim from the information available to you, criminal casework directorate (CCD) briefing and correspondence team (BCT) will provide a point of contact in the local probation trust to provide help with checks on the victim's identity.</p> <p>If an offender received a sentence of 12 months or more for any offence other than those specified as violent or sexual, the victim will not generally have been offered contact with the probation victim liaison scheme. Offenders will be monitored by the probation service on their release. CCD BCT must contact the offender manager to obtain any information which will help with verifying the victim's identity.</p> <p>CCD BCT will act as a single point of contact for the UK Border Agency in completing checks with the probation service. Requests for this service can be made using the request to National Probation Service for identity checks form and sent to the CCD briefing and correspondence inbox (see related link: Email: CCD briefing and correspondence). To access the form, see related link: Annex B: Request to the National Probation Service to complete identity checks for disclosure of information to a victim of a foreign national offender request.</p>	Related links See also Links to staff intranet removed
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Disclosure of personal information to victims of foreign national offenders

Issuing a response

About this guidance Referral process Assess request against disclosure criteria Case owner actions Using National Probation Service to verify a correspondent's identity Issuing a response Statutory victim contact scheme Confidentiality of information Follow up action Case information database (CID) updates	<p>This page tells you about how responses are issued to requests for personal information about foreign national offenders from their victims.</p> <p>The criminal casework directorate (CCD) briefing and correspondence team (BCT) will gather the required information, and issue a response using the appropriate template. These can be found in the immigration directorates' instructions (IDIs), see related link: 04.0 - Disclosure of personal information to third parties.</p> <p>The following information can be disclosed:</p> <ul style="list-style-type: none">• confirmation of whether the offender is in immigration detention, or on release at an address that can be released to the victim• whether CCD intend to take deportation action against the offender• if CCD cannot decide for certain whether the offender will be deported, they will write to the victim:<ul style="list-style-type: none">○ when the offender has been deported, or○ if they find out the offender will not be deported• if CCD cannot deport the offender, the response will provide an explanation why it is not possible to deport them, which may include if:<ul style="list-style-type: none">○ the individual does not meet the criteria for consideration at the time○ it is not possible to deport because of our international obligations○ there are practical barriers to removal, for example, travel documentation or identity issues. <p>BCT will make the final decision on what information is disclosed in the response, particularly when there is ongoing deportation action, but significant barriers to removal which are unlikely to be resolved in the short term. These disclosures will be in line with IDI chapter 24, section 4.</p> <p>Any problematic or complex cases where disclosure of personal information is of a sensitive nature must be discussed with information access policy team or with the relevant assistant</p>	<p>Related links See also</p> <p>Links to staff intranet removed</p>
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	<p>director.</p> <p>BCT staff must not:</p> <ul style="list-style-type: none">• mention in response specific problems with embassies or high commissions in documenting subjects, as this may affect the documentation process• disclose any personal opinions, or any information relating to any offence other than the one mentioned by the victim• disclose release address details of the offender, or any address at which they are required to report.	
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Disclosure of personal information to victims of foreign national offenders

Statutory victim contact scheme

About this guidance Referral process Assess request against disclosure criteria Case owner actions Using National Probation Service to verify a correspondent's identity Issuing a response Statutory victim contact scheme Confidentiality of information Follow up action Case information database (CID) updates	<p>This page tells you about local probation trust's victim contact schemes.</p> <p>If victims fall within the scope of the statutory victim contact schemes operated by local probation trusts, the response letter must also direct the victim towards victim liaison officers. This is to make sure victims can use the service they are entitled to, if they wish to do so. For more information, see related link: Victim contact scheme.</p>	Links to staff intranet removed
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Disclosure of personal information to victims of foreign national offenders

Confidentiality of information

About this guidance Referral process Assess request against disclosure criteria Case owner actions Using National Probation Service to verify a correspondent's identity Issuing a response Statutory victim contact scheme Confidentiality of information Follow up action Case information database (CID) updates	<p>This page tells you about confidential information which can be disclosed when dealing with requests for personal information about foreign national offenders (FNOs) from their victims.</p> <p>If disclosure of this information to anyone other than the victim would potentially jeopardise any subsequent deportation action, criminal casework directorate (CCD) briefing and correspondence team (BCT) must make this clear in their response. The response must also make it clear that the information is confidential and has been disclosed to the victim because they have a particular interest in it, which other members of the public may not have.</p> <p>Any response from CCD BCT to a request for disclosure of personal information to a victim of an FNO must be approved by a BCT operational manager.</p>	
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Disclosure of personal information to victims of foreign national offenders

Follow-up action

About this guidance Referral process Assess request against disclosure criteria Case owner actions Using National Probation Service to verify a correspondent's identity Issuing a response Statutory victim contact scheme Confidentiality of information Follow up action Case information database (CID) updates	<p>This page tells you about the follow-up actions when disclosing an information request for personal information about foreign national offenders (FNOs) from their victims.</p> <p>There are occasions when you are not able to give a full response to the victim at the time the request is received. This may be because you are not able to say whether the FNO is going to be deported. These cases will be identified on the file by the disclosure of information request action outstanding form. To access the form, see related link: Annex C: Disclosure of information request action outstanding.</p> <p>It is important all CCD staff are aware of the significance of this form, and the creation of a calendar event on CID as a reminder to review the case.</p> <p>If a Home Office file has this form attached, you must tell the CCD briefing and correspondence team (BCT) if any of the following events occur:</p> <ul style="list-style-type: none">• the referral of an offender to have removal directions set• arrangements are being made to release the offender• the offender has absconded from detention• a decision has been made not to pursue deportation action or administrative removal action• any other circumstances where the offender leaves the UK such as:<ul style="list-style-type: none">○ repatriation○ as a 'third country' asylum case○ assisted voluntary return, or○ other voluntary departure. <p>You must not send a Home Office file with this form attached to UK Border Agency's lay-by or another unit without telling CCD BCT.</p>	Related links See also Links to staff intranet removed
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Disclosure of personal information to victims of foreign national offenders

Case information database (CID) updates

About this guidance Referral process Assess request against disclosure criteria Case owner actions Using National Probation Service to verify a correspondent's identity Issuing a response Statutory victim contact scheme Confidentiality of information Follow up action Case information database (CID) updates	<p>This page tells you about updating the CID calendar events field when dealing with requests for personal information about foreign national offenders from their victims.</p> <p>In addition to flagging the Home Office file with a form, criminal casework directorate (CCD) briefing and correspondence team (BCT) will create a calendar event on CID to review the case. The review periods will vary upon the status of an individual case.</p> <p>For more information on how to create the calendar event, see related link: Disclosure of information - creating a calendar event.</p>	Related links See also Links to staff intranet removed
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Disclosure of personal information to victims of foreign national offenders

Contact

About this guidance Referral process Assess request against disclosure criteria Case owner actions Using National Probation Service to verify a correspondent's identity Issuing a response Statutory victim contact scheme Confidentiality of information Follow up action Case information database (CID) updates	<p>This page explains who to contact for more help with a specific query about disclosing personal information to victims of foreign national offenders.</p> <p>If you have read this guidance and still need more help with this category, you must first ask your senior caseworker or line manager.</p> <p>If the question cannot be answered at that level, they or you may email the CCD process team (see related link).</p> <p>Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the CCD process team, who will ask the MGT to update the guidance, if appropriate.</p> <p>The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.</p>	Related links Changes to this guidance Information owner Links to staff intranet removed
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Disclosure of personal information to victims of foreign national offenders

Information owner

[About this guidance](#)

[Referral process](#)

[Assess request against disclosure criteria](#)

[Case owner actions](#)

[Using National Probation Service to verify a correspondent's identity](#)

[Issuing a response](#)

[Statutory victim contact scheme](#)

[Confidentiality of information](#)

[Follow up action](#)

[Case information database \(CID\) updates](#)

This page tells you about the disclosure of personal information to victims of foreign national offenders guidance and who owns it.

Version	4.0
Valid from date	19 December 2012
Policy owner	Criminal casework directorate (CCD) policy and process team
Cleared by director	Richard Quinn
Director's role	Director, criminal casework directorate
Clearance date	2 June 2011
This version approved for publication by	Richard Short
Approver's role	Assistant director, modernised guidance
Approval date	10 December 2012

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the CCD process team (see related link: Email CCD process team), who will ask MGT to update the guidance, if appropriate.

The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.

Related links

[Changes to this guidance](#)

[Contact](#)

Links to staff intranet removed