

## Annex A: Application Data Recorded in Dynamics Available to be Used to Produce Reports

### Data Supplied on the Application Form (Recorded in Dynamics)

#### Applicant Information

- Name
- Date of Birth
- Address/prison
- Custody/Liberty Status
- Email address
- Telephone number
- Paper or Digital Application
- How did they hear about us
- What they want us to review (conviction and/or sentence)

#### Equality & Diversity Data

- Ethnicity
- Disabled or not
- Preferred Language
- Trouble reading or writing
- Are they a foreign national
- Gender Identity

#### Representative Details

- Name
- Type of representative
- Address
- Are they the primary contact
- Relationship to applicant

#### Conviction & Sentence Details

- Court name where convicted
- Sending Court
- Court type
- Court reference number
- Plea
- Offence(s)
- Date of conviction
- Sentence type
- Length/value of sentence
- Date sentenced
- Convicting authority & reference
- Investigating authority/force name

#### Appeal Details

- Appeal Court
- Appeal court type
- Appeal Reference
- Appeal Type
- Single judge date
- Single judge decision
- Judgment date
- Appeal outcome

### Case Process Information (Created and Recorded in Dynamics)

#### Case Details

- Case Reference Number
- Application Type
- Review Type
- Offences
- Case Category (review)
- Assigned staff & Group
- Paper or Digital Application
- How did they hear about us
- What they want us to review (conviction and/or sentence)
- Co-defendants

#### Process Flow Information (Time Intelligence)

- Application Start Date
- Triage start/end date
- Screening start/end date
- Allocation date
- Decision ready date
- Date of decision
- Date provisional decision sent
- Date of further reps
- Date decision sent
- Date admin closed

#### Decision Details

- Type of decision
- Estimated reading time
- Actual reading time
- Nominated decision maker
- Date of committee
- Decision maker names
- Decision Outcome
- Victim Notification Approval
- Disclosure Approval

**Please note:** Direct access to our Case Management System can be arranged but usually researchers use a file sharing system into which we can copy & share document folders for specific cases within the scope of the research. Additional security clearance and data sharing agreements may apply.