

DRASACS provides a quality, confidential and safe environment for people who have been impacted by sexual violence. During the course of our work to support people, the organisation retains personal & sensitive data and on occasion shares this data.

In order to provide a consistent approach for clients, non-clients, referrer's and professionals who may have contact with DRASACS client's this guidance document outlines the methods and rationale behind the organisation's approach to sharing/not sharing personal and sensitive information.

There are five main themes to the guidance:

- Accepting referrals from 'non-clients' (under 18 only)
- Confidentiality
- Best interest of the client
- Safeguarding
- Authorised person

Accepting referrals from 'non-clients'

In order to meet the needs of people who require DRASACS support, referrals can be made on behalf of a client on the following conditions:

1. The person is aged under 18 years old (or has an additional vulnerability linked to disability or language communication)
2. 'Professionals' (e.g. Social Worker) making a referral are required to keep the client case 'live' on their system.
3. Acknowledgement of the referral will be made by DRASACS
4. DRASACS is not bound to share any data with the referrer to maintain **Confidentiality** within the bounds of **Safeguarding** whilst acting within the **Best interest of the client**
5. We empower clients to communicate with professionals who are involved in their life and will provide documentation to clients about appointment attendance should a client request this.
6. If the referrer will be supporting the client to attend appointments, they must be recorded as an **Authorised person** on the clients file to conform with Data Protection Act.

Confidentiality

The organisation adheres to the BACP ethical framework regarding any interaction with a client. This covers, but is not limited to, interactions within a counselling session and attendance at previous & future appointments.

For further information visit: www.bacp.org.uk/ethical_framework

Best interest of the client

This can be difficult to define, however guidance is the power/control/influence 'significant relationships' have in a clients life; and the use of DRASACS confidentiality/process to potentially misguide professionals in their duty of care.

DRASACS would not wish to 'collude' with such behaviour as this may be a barrier to a vulnerable person receiving support. As such, DRASACS would endeavour to respond positively to queries from professionals who may have concerns about a person's attendance at DRASACS.

For clarity, the **Best interest of a client**, and therefore the decision to share information without a client's consent, will be decided by DRASACS management team and the client (or their legal guardian in the instance of 'non-Gillick competent' clients) will be informed should any information be shared.

Safeguarding

DRASACS empowers clients to report any information which indicates an immediate threat to the safety & well-being of themselves or others to the appropriate authority. If the client is unwilling or unable to make the report, DRASACS will take responsibility for reporting the information to the appropriate authority and inform the client of the decision & outcome.

Further information can be found at drasacs.org.uk - Safeguarding Policy

Authorised person

Some people who attend DRASACS may require additional support to attend/organise appointments and update their personal information (e.g. address, telephone number, etc.).

In this instance DRASACS requires the client to complete and return a form (www.drasacs.org.uk/authority_form.aspx) to give authority to the named person. The client can withdraw this authority at any time, and DRASACS is bound by

Confidentiality in this instance.

The 'Authorised person' is allowed to book/re-arrange future appointments for the client and update their contact details. Any information/documentation regarding attendance at previous appointments must be requested by the client (**see item 4 under 'Accepting referrals from 'non-clients'**).

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