

DRASACS Data Processing Consent & Information Form

As part of DRASACS support we need to securely retain (store) information about service users and any interactions (meetings, phone calls, letters) which they have with DRASACS employees.

Changes have been introduced in May 2018 (referred to as *GDPR - General Data Protection Regulations*) which apply to all organisations that 'process' (store, use, and share) individuals 'personal', 'sensitive' and 'identifiable' information.

DRASACS holds consent, empowerment, safety and confidentiality of people in the highest regard and we want to communicate clearly to service users how we process their information. On the back of this form is a table which outlines the types of information we process from service users and how it is shared.

I _____ (Client Name) on _____ (date) give my consent for DRASACS to process my personal data to ensure that they can offer me support in a safe and confidential manner.

I am aware that the safeguarding policy and confidentiality policy are available on the DRASACS website (drasacs.org.uk) for me to view at any time, and I can request copies of these if I am unable to use the internet.

I am aware that I can request:

- Specific items of information deleted (listed on the back of this form) whilst I am receiving support ('removal of consent')
- Deletion of my personal data using the process set out on drasacs.org.uk, once support has been completed. ('removal of consent')
- Paper copy report of the information DRASACS holds about me using the process set out on drasacs.org.uk ('data subject access request')

Unless there are legal exceptions (as set out under Article 9 (2) *GDPR* - see drasacs.org.uk) my personal information will be deleted six years after DRASACS support has ended.

Signature _____

Table of information (data) how it's stored and used

Item	Information	Stored	Used
1	Personal information (name, address, DOB, etc.)	Captured on paper form which is shredded once it is loaded onto DRASACS Database	Contact Emergency Contact Safeguarding reporting
2	Demographics (gender, ethnicity, etc.)	Captured on paper form which is shredded once it is loaded onto DRASACS Database	Monitoring for funders and research (anonymous)
3	Specific categorisation of incidents under Sexual Offences Act 2003	Stored on DRASACS database	Monitoring for funders and research (anonymous)
4	GP & Emergency Contact	Captured on paper form which is shredded once it is loaded onto DRASACS Database	Emergency Contact Safeguarding reporting
5	Interactions with Admin Team	Stored on DRASACS Database	Logistics of attending counselling
6	Interactions with Counsellor	Stored on DRASACS Database	Counsellor and Supervisor to record key information of counselling sessions
7	Outcomes of Therapy & Service Feedback	Captured on paper which is either stored on DRASACS database or Excel	Monitoring for funders and research (anonymous)
8	Materials created in counselling (drawings, etc.)	Locked file cabinet filed under a reference number	Counsellor & Client

At any time, adult clients can request deletion of items 2, 3 and 7. Deletion (or 'removal of consent') of other items can only be completed after discharge from service (See Appendix 2 GDPR Policy drasacs.org.uk).

Sharing Information

We will not share any information about a specific client unless we are compelled to do so by legal process (subpoena), there is an overriding safeguarding issue, or it is deemed to be in the 'best interests of the client (see Safeguarding policy, Data & Information Sharing Guidance & Confidentiality). In these circumstances we will take all reasonable steps to inform the client of what has been requested and what information is being shared.

We will use information relating to 'demographics', 'categorisation of Sexual Offences' and 'outcomes' to create a broad picture (e.g. average client age of 34, 17% are male clients) for funders and stakeholders to educate and inform of the impact of sexual violence and to seek targeted funding to continue DRASACS work. We will use specific anonymised quotes from feedback in a similar way.

Retention of information

Materials that are created during therapy (drawings/writing/etc.) that are held on the premises as part of the counselling process will be electronically scanned, retained on file and the original shredded once the client has been 'discharged' from the service. Clients are given the option to take any materials created during counselling when they are 'discharged'.