



### **DRASACS Data Processing Consent & Information Form- CHISVA**

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.

If you have reported the incident to the Police and are engaging with the CHISVA as part of a Police investigation, any information given to us, including attending counselling at DRASACS may be requested and shared with the Police or a Judge as evidence in your case under the Criminal Procedure and Investigations Act 1996.

### Parental Consent

INSERT NAME OF CLIENT: \_\_\_\_\_

I hereby confirm that I have parental responsibility for the above named person and that I consent for them to access CHISVA Support at Doncaster Rape and Sexual Abuse Counselling Service.

**General Data Protection Regulations:** By signing this form I give consent to DRASACS to process the personal data of the client named above. Due to the legal exceptions set out under Article 9(2) GDPR, the personal information will be stored permanently. The person named above can request copies of the information held once they reach the age of 18, and request some types of information are deleted. See [drasacs.org.uk](http://drasacs.org.uk) for more information.

The limits of confidentiality have been explained to me and I understand that, under normal circumstances, the content of the CHISVA interactions will not be disclosed to me by the CHISVA.

**Retention of information relating to Child Clients:** As the records relate to a 'child's personal history' or 'relevant to legal action that has been started but not finished' and potentially 'relevant to legal proceedings involving the organisation' the information will be stored permanently.

Name: (Please print in BLOCK CAPITALS) \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to the child/young person named above: \_\_\_\_\_

Information Sheet Relating to Processing Client InformationTable 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 ISVA	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	Outcomes of Criminal Justice (suspect charged, bailed, plead guilty, etc.)	Stored on DRASACS Database	Monitoring for funders Risk Management & Safety
9	Reports supplied by the Police	Captured on paper form which is shredded once it is loaded onto DRASACS Database	Risk Management & Safety

Sharing Information

The ISVA Service aligns closely with the criminal justice system, and as such consent is sought from the client to share information regularly with agencies involved in the criminal justice system within the boundaries of client confidentiality. The exception relates specifically to information that is disclosed by a client that is relevant to any police investigation or court proceedings and that may influence the criminal justice outcomes. We are bound by law to pass on the information.

The Safeguarding policy still applies and will override confidentiality.

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% male) 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.