



DRASACS Deletion of Information (Removal of Consent) Applicable to Adults

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.

At any time during support some information can be deleted (see table), and we will delete all/some information we hold on an individual on receipt of this form with the following exceptions:

- This form will be retained indefinitely as a record of compliance with request'
- The client was discharged from counselling more than 6 years ago or ISVA 40 years ago as the information are no longer retained.
- The counselling/ISVA support has been completed.
- The person was aged under 18 when DRASACS support commenced.
- There are no legal exemptions under Article 9(2) GDPR.

If consent to store information cannot be completed, we will confirm in writing the reason why we cannot respond positively to the request.

Name

Date of Birth

Address

Contact Number

Counselling ISVA Please tick (can be both)

See table overleaf to indicate which information should be deleted

Please note it would support the ongoing work of the organisation if we could anonymously retain items 2, 3 and 7

Please tick which items we no longer have consent to retain

Item	Information	Stored	Used	Tick to delete
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	

I [Insert Name] _____ no longer give DRASACS consent to store the information about me as indicated in the table above.

Signature _____

This form needs to be sent to DRASACS CEO, 25 Thorne Road, Doncaster DN1 2EZ

We will process the request within 28 days and confirm actions in writing to the address specified overleaf.

Created: May 2018

Reviewed: April 2021 (Kevin Hill CEO)

Next review: April 2021