



Victim Support's Fair Processing Notice and Consent (agreement) form for sharing information

Fair Processing Notice

Victim Support is required to tell you how the information we hold about you will be:

- processed (used)
- held
- shared.

Processing (using) your information

- When Victim Support helps people who have been the victim of a crime or witnessed a crime it is carrying out what is called a 'public task'.
- When we help you, in law, this is known as carrying out a 'public task'.
- Some information about you may be more sensitive and Victim Support has to take extra care with such information.

Holding your information

- We will hold information about the crime and your personal details (like your name and address), and also about how we help you.
- This information is usually held securely on a computer system. If it needs to be held on paper we will still make sure that it is kept securely.

Using and sharing your information

- Victim Support uses your information to provide the help we have agreed to give you.
- To help you, we may need to involve other agencies. We will not contact other agencies to help you unless you say we can.
- Only those who are helping you can see your information.
- We have confidentiality agreements in place so that we can make sure that very high levels of care are taken to look after your information.
- We might use your information to learn more about how crime affects people and how we help victims of crime, (for research), but we will never use your name or information in a way that shows it's about you.

When we might need to share your information

We usually only share (disclose) your information when you say we can / with your agreement and we think it is needed to help you.

Sometimes we may have to share your information without your agreement:

- If we feel that you are at high risk of harm we must report this to another agency that can keep you safe. This is called Child Protection.
- If the law requires us to share (disclose) your information, for example a Judge might request a court order.

How long can we hold your information?

- We only hold your information for as long as we need it to help you and in case you or we need it in future. Usually this would be for six years from our last contact with you.
- Sometimes your information can be held longer than six years (up to 12 years) and we will let you know about that if needed.
- When we speak to you if you say that you don't want our help we'll only keep your information for 1 year.

Your Rights

The law gives you the right to:

- Be informed. We have to tell you what we are going to do with your information.
- Access your information. You can ask at any time to see your information.
- For your information to be corrected. You can ask to for your information to be corrected if it's not right.
- Remove your information. You can ask us to remove information that we hold about you, and we will if we can.
- Restrict processing. You can ask Victim Support to stop working with (using) your information.
- Move your information. You can ask for a copy of your information so that you can share it if you want.
- Object. You can ask us not to work with your information.

You can also:

- Withdraw your consent (agreement) - If you have agreed that we can work with or share your information, you can ask us to stop at any time.
- Make a complaint. If you are not happy with the way we have used, held or shared your information you can make a complaint to the Information Commissioner's Office at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

If you have any questions about this Fair Processing Notice or about your information then please contact your local Victim Support office or you can email dpo@victimsupport.org.uk

Sharing information with other agencies

At Victim Support, we may need to share your information with other agencies. We do this to provide the best help we can for you. We only share information with your agreement.

Tick the boxes below to if you consent (agree) to sharing your information with these agencies. If you do not want us to share information with any of these agencies, leave the box unticked.

If there is another agency you would like us to share your information with, tick the 'other' box and write in the name of the agency.

<input type="checkbox"/> Police	<input type="checkbox"/> Citizens Advice Bureau
<input type="checkbox"/> My local city/borough/district housing department	<input type="checkbox"/> Crown Prosecution Service
<input type="checkbox"/> Landlord	<input type="checkbox"/> IDS/VA services
<input type="checkbox"/> Social Care	<input type="checkbox"/> Youth Offending Team
<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Immigration
<input type="checkbox"/> School/college/workplace	<input type="checkbox"/> Probation
<input type="checkbox"/> GP, hospital, other health care professionals	<input type="checkbox"/> Refuge
<input type="checkbox"/> Benefit agencies/Job Centre Plus	<input type="checkbox"/> Community Safety ASB Team
<input type="checkbox"/> Other - Please specify:	
<input type="checkbox"/> Other - Please specify:	
<input type="checkbox"/> Other - Please specify:	
<input type="checkbox"/> Other - Please specify:	

I agree to Victim Support sharing my information with the agencies I have ticked.

SIGNATURE BOX		
Client name:	Signature:	Date:
Parent / Carer name	Signature	Date: