

**Ayr Housing Aid Centre**  
**Confidentiality Policy Form 1b (Prison Advice Service)**  
**General Data Protection Regulations Form**

The General Data Protection Regulations hereinafter known as the (regulations) came into force on the 25<sup>th</sup> May 2018, these regulations replaces to relevant provisions of the Data Protection Act 1998. Service Users are referred to the Centre's Data Protection GDPR Policy 31 and our Privacy Statement (Service Users) which can be found on our website [www.ayrhousingaidcentre.com](http://www.ayrhousingaidcentre.com). Alternatively ask your Case Worker for information or contact Karen Taylor, Data Protection Officer on 01292 288111. We require to gather information from you which allows us to progress your case, including personal data defined in the regulations.

Personal data: - as any information relating to an identified or identifiable natural person (a data subject/you); the full definition can be viewed in our Privacy Statement (Service Users) on our website.

**1. Data Protection Principles are:**

- a) processed lawfully, fairly, and in a transparent manner in relation to the data subject;
- b) collected for specified, explicit, and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, is erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the Regulation in order to safeguard the rights and freedoms of the data subject;
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

**2. Lawful Processing**

- (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- (b) processing is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract;
- (c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- (d) processing is necessary to protect the vital interests of the data subject or of another natural person;
- (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

I have been advised that I can have access to information held by making a request to the Data Protection Officer. I can request that data can be changed/ erased. I understand I may have to wait for the provision of the information and that third party information supplied to the Centre concerning me will not be given to me without the third party consent. The Centre will seek to provide the relevant information as soon as possible or within 1 month.

The Centre gathers statistics on a database and use these for Research, Projections, Service Improvement, Funding and Annual Reports this data is anonymous and cannot be linked to any individual.

**3. Exceptions**

The Centre shall pass information to the relevant authorities if there are issues concerning the safety of a child or a vulnerable adult. This includes any allegations or charges brought against the Service User in relation to children or vulnerable adults as per our Policies and Procedures 18 Protection of Children and 19 Protection of Vulnerable Adults.

**4. Care Inspectorate and National Standards**

When inspected by the Care Inspectorate and National Standards a selection of our case files are inspected/ audited by external Auditors for quality assurance. The external Auditors are required to comply with the relevant GDPR. Please choose whether you want your case to be part of these processes.

I **do / do not** consent to my file being part of an inspection/audit

**5. South Ayrshire Council**

The Centre shall not share your personal information without your expressed consent. Please choose whether you want your case to be part of these processes.

I **do / do not** consent to my info being held on SAC signpost system

**Caseworker unable to advise service user**

Ayr Housing Aid Centre has advised me of the lawful purpose/purposes they are holding my personal data. I am aware of my rights safeguarded under the Regulations. I am further aware if I have any issues regarding the personal data held by the Centre I can discuss this with Karen Taylor, Data Protection Officer, on 01292 288111 and/or I can access the Centre's Privacy Statement (Service User) on the website.

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

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

**6. General Authorisation**

**I hereby authorise and instruct Ayr Housing Aid Centre to seek necessary information verbal or written relevant to my case from third parties. I further authorise and instruct any third party to release any necessary information and/or papers held by them concerning my case to Ayr Housing Aid Centre as they are acting on my behalf, with my expressed permission and instruction.**

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

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

Print Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_ (Caseworker)

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

Caseworker signs above if case was opened by indirect means once explained above