



Victim Support Full Fair Processing Notice for offenders/alleged offenders Restorative Justice (RJ) services

If you have any questions relating to this Fair Processing Notice or to exercise your rights in relation to information we hold about you please contact the Victim Support office the communication is from that this Fair Processing Notice accompanies or email dpo@victimsupport.org.uk to be put in contact with the relevant Victim Support office.

Victim Support's Consent Form

Under data protection requirements Victim Support is required to inform you how we will process any information that we hold in relation to you. Victim Support needs your permission to hold and share information about you.

What information we would hold

- The information can be about you along with details of the crime, sentence and licence and other conditions and of the services we provide to you
- Such information is held electronically or where appropriate in hard copy with appropriate technical and organisational measures in place to look to ensure it is retained securely

Why we will hold your information and what we would do with it

- Victim Support uses your information to help progress the services we have agreed with you
- Your information will normally only be seen by those who will provide any services to you and with whom there is a confidentiality agreement in place
- Your information may also be used for statistical purposes (statistical information is anonymous)

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Release: 1.0
Approved On: November 2018
Owner: Knowledge and Insights

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Why we would share your information

- Your information will normally only be shared when Victim Support has permission from you to do so and where this is relevant to any services we have agreed with you
- There are exceptional circumstances where we may have to disclose your information without your permission. These are:
 - If we believe that either you or someone else is at risk of significant harm; Victim Support individuals have a duty to report any issues relating to adult safeguarding or child protection
 - Where there is another legal reason or requirement to disclose your information

How long we would hold your information

The information will be retained for no longer than is necessary for the purposes for which the information is processed. This will normally be for six years after last contact with you where we have delivered services in case it becomes necessary for you or Victim Support to access what services you received. Some statutory commissioners of the services Victim Support provides require in their contract with Victim Support that we retain the information for longer (extending the retention period to between 7 and 12 years). There may also be circumstances where it is appropriate within legal and best practice requirements to retain the information for longer.

Your rights

Data protection requirements mean that you have specific rights in relation to information about you held by Victim Support. You have a right to:

- Be informed of how information about you will be used (Right to be informed)
- Access information held about you (Right of access)
- Request that information about you that is inaccurate or incomplete be rectified (Right to rectification)
- Request deletion or removal of information about you in specific circumstances (Right to erasure)
- 'Block' or suppress processing of information about you (Right to restrict processing)

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- Obtain and re-use information held about you for your own purposes across different services (Right to data portability)
- Object to processing of information about you (Right to object)
- Withdraw consent at any time where your information is being processed based on that consent
- Lodge a complaint with the Information Commissioner's Office in relation to processing of information about you. The Information Commissioner's Office can be contacted at: Information Commissioner's Office:

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

You have a right to object to the processing of information about you.

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I confirm that I understand the consent form and agree to Victim Support holding my personal information:

SIGNATURE BOX

Client name:

Signature:

Date: