

Confidentiality Statement

Young Persons' Outreach Service

Why we collect your data



At Choices our aim is to help you keep safe by providing advice and information relevant to you.



To make sure we are offering the best service it is necessary that we keep a record both of what you've told us, and of other information we've received, for instance on your referral form. Legally this is known as having a "legitimate interest".



All information you provide about yourself, your life, family and others is stored safely, in line with the "General Data Protection Regulations" – which are the rules that lay out how companies and charities may use your personal data.

How we store your data



Your information is stored on a secure database, which only professionals directly working with you are able to see.



We will **never** share your personal information without your permission, unless it is necessary to protect you or someone else from harm.



We usually keep your information for no longer than 8 years. This is so that if you want or need our help in the future, we know what work we've done with you in the past.

Please sign below to confirm you understand this confidentiality statement

Your rights

You may at any time:



Ask to see a copy of your file.



Ask us to correct data that you think may not be accurate



Ask us to delete your record entirely. If you request this a decision will be made on a case-by-case basis, and we will think about any risks to you or others that might arise from deleting your file when making a decision.



Further information and details of our Data Protection Officer – who makes sure we keep within the law around personal data – can be found on our website:

www.choicesdaservice.org.uk

Signed:

Name:

Date: