

BIRMINGHAM & SOLIHULL WOMEN'S AID

STATEMENT ON DATA PROTECTION (1998)

Birmingham & Solihull Women's Aid (BSWA) will keep a paper file record of all contacts with you and any key information relating to the work we do with you, or sent by you or another agency.

BSWA will also keep an electronic record of your personal information. This is security passworded and only accessible to relevant personnel.

Under the Data Protection Act (1998) you have certain rights regarding the information kept about you.

The eight principles of the Data Protection Act are:

1. Information should be obtained and used fairly and lawfully
2. Personal data shall only be held for specific lawful purposes
3. Personal data shall only be used in accordance with individual rights
4. Personal data shall be adequate, relevant and not excessive
5. Personal data shall be accurate and kept up to date
6. Personal data shall not be kept for longer than necessary
7. Personal data shall be kept securely
8. Personal data shall not be transferred to a country which does not adequately protect information

All service users have access to their files on request.

Please put a tick in the box once you have read and understand the statement (please ask a BSWA staff member if you need any clarification)

- I have been told how Birmingham & Solihull Women's Aid keeps information about me.
- I know there is a paper file and an electronic record containing information about me
- I have been told that I can access my Case File
- I agree that it is acceptable for Birmingham & Solihull Women's Aid to keep my records on a paper file and my details on a database

Please put your name and signature and date below:

Signed: _____

Name: _____

Date: _____

File Number: _____
(office use only)