



## **Baobab Women's Project C.I.C. Data Protection Act: Client Consent Form**

In order for us to help you with your enquiry we need to record details of your case. These details may contain personal and sensitive data.

To comply with the General Data Protection Regulation we must tell you how we use this data and ask for your permission. By signing our advocacy sign up and consent form you are providing your permission for us to process your data for the purposes below.

### **Permission to store your data**

We are required by law to ask for your permission to record the details of your case. The records of your case will be stored in a shared electronic case management system or paper file and may be accessed by authorised individuals advocating with Baobab Women's Project. The information is held so we are able to advocate on your behalf, for monitoring and reporting purposes only. We may not be able to provide some of our services to you if you do not give consent as we are required to retain data as a condition of some project funding, and we must hold your details to provide advocacy services.

### **Permission to share your data with other organisations**

Everything you tell us is treated confidentially, however we may suggest that you go to another organisation for advice and assistance because they are more able to help you with all or part of your problem. We will share relevant information to the referral, only after gaining your written or verbal consent regarding what to share.

### **What is personal data?**

Personal data is data which can be used to identify you. This may include your name, date of birth, address, phone number etc.

Sensitive data is information related to any of the following. Racial or ethnic origin, religious belief, health, sexuality, political opinions, trade union membership, offenses or convictions.

### **Where will you store my data?**

The records of your case will be stored in a shared electronic case management system that can only be accessed by authorised individuals advocating with the Baobab Women's Project, our database is managed by Premier Internet.

Your information may also be stored in a paper file and held securely by Baobab Women's Project.

### **What is a data controller?**

A data controller is responsible for your data and must make sure that the information held about you is accurate and is kept safe. Sarah Taal is the data controller for Baobab Women's Project.

### **Can I withhold my data?**

Yes, we will not record your information unless you provide consent. However we may not be able to provide some of our services to you where we are required to retain data on those who have been supported, and we will be unable to provide advocacy support if we do not hold relevant data.

We will not share your information with anyone else without your consent unless it is required by law.

**How long will you store data for?**

Your information will be stored securely for up to 2 years, at this point if you are still accessing our services we will ask you to provide a fresh consent for us to hold your personal data.

**How can I withdraw my consent for you to hold my personal data?**

For further information on how your information is used, how we maintain the security of your information and your rights to access and ask for information we hold to be removed, please contact Sarah Taal, Data Protection Officer via [sarah@baobabwomensproject.net](mailto:sarah@baobabwomensproject.net)

If you are unhappy about the way we have dealt with your data or our response to your request for information or the removal of data you have a right to complain to the information commissioners office (ICO) details of how to do this are available on their website [www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/)

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