



**HEAR US CROYDON**

Croydon's Mental Health Service Users Group

[www.hear-us.org](http://www.hear-us.org)

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020 8681 6888

# Hear Us

## QUALITY MANUAL



### SECTION D: People Management

#### D.3.2 Data Protection Act: Personnel Consent Form

Agreed Date:	03/11/2021
Last Date of Review:	14/04/2023
Next Review Date:	20/12/2023
Version #:	RV1



#### **Hear Us**

Orchard House

15a Purley Road

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Email: [AQS@hear-us.org](mailto:AQS@hear-us.org)

Website: [www.hear-us.org](http://www.hear-us.org)

Registered in England No. 6891337

Charity No.1135535



## Hear Us

To promote, educate, communicate and empower, for the benefit and interest of people affected by mental health issues

### Permission to store and process your data

To comply with the Data Protection Act (1998) we must ask for your permission to store and process your personal and sensitive data for this purpose. This form is for use by Trustees, Paid Staff and Volunteers to give consent to use their personal and sensitive data under the Act.

I give my consent to the Hear Us recording sensitive personal information about me.

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

#### Signed by Chief Executive Officer

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

Overleaf are some key statements about our data protection and privacy policy.

Please also read Hear Us full Data Protection and Privacy Statement attached.

Data Protection Act (1998): Staff Information Sheet

#### What is personal and sensitive data?

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

Sensitive personal data is information related to any of the following: racial or ethnic origin, disability, Pregnancy/Maternity, Age, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

#### Where will you store my data?



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The record of your case will be stored in an electronic database system accessed by employees of Hear Us. Paper copies of your data may also be stored securely and accessed by employees of Hear Us.

### **How will you use my data?**

Your data will primarily be used for the purpose of providing you with an advocacy and support service. We will also use anonymised data for the purposes of research and statistical monitoring. In some instances, Hear Us may contact you to invite you to participate in surveys or research projects about particular issues.

### **Can I withhold my consent?**

Yes but Hear Us will not be able to provide you with an advocacy and support service which includes provision of paper and electronic information and events.

### **What is a Data Controller?**

A Data Controller is someone who is responsible for your data and who must make sure that your data is processed according to the law. For example they are responsible for making sure that the information held about you is accurate and that it is kept secure. For the purposes of the Data Protection Act, the Chief Executive Officer of Hear Us is the Data Controller.

Why might you share my personal and sensitive personal data? Who will you share it with?

We will only ever share your information with your permission, for the purposes we have stated (unless required to do so by law).

### **Obtaining the information we hold about you**

You have a right to ask for a copy of your information and to correct any inaccuracies. Under the Data Protection Act 1998, Hear Us is required to respond to your request within 40 days. If you would like a copy of the information we hold about you, please write to Chief Executive Officer at Hear Us, Orchard House, 15a Purley Road, South Croydon, Surrey, CR2 6EZ. A fee of £10 is payable. Cheques should be made payable to "Hear Us".



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Version #	Author	Date	Version Notes
HU-V4	T Oldham	20/12/2022	Reviewed and minor changes made
HU-RV1	T Oldham	14/04/2023	New Revision