



THE WOMEN'S CENTRE  
Supporting women in Stockport

**STOCKPORT  
WOMEN'S CENTRE  
Privacy Statement  
A MEMBER OF THE  
GREATER MANCHESTER  
WOMEN'S SUPPORT  
ALLIANCE**

*How we will collect, store and  
protect your information*



**By signing this Privacy Notice I confirm that**

Someone has explained the content of this Privacy Notice to me, and I understand it.

I understand that there may be times when you would have to share information about me without my consent, and these circumstances have been explained to me. I also understand I would be told if that happened.

I understand that, if I am accessing the service as part of my Probation Supervision, you would need to share information with Probation Services.

I understand that in all other circumstances you would need my agreement to share my information.

**Your consent for us to share your information with others. (Only tick the box if you agree)**

Agency	Information that would be shared	I agree
Any organisation we want to refer you to because they could offer you additional support.	Basic details such as your name and address. Some information about the support that you need.	<input type="checkbox"/>
Organisations who are undertaking research about how effective our service is.	Information (which will not identify you by name) about Women using the service	<input type="checkbox"/>
The Ministry of Justice so that they can see if the service we offer helps Women to stop offending.	Name DOB Postcode	<input type="checkbox"/>
Organisations that provide you with a service e.g. electricity, gas and water companies, TV Licensing,	Details such as your current and previous name and address, and information about bills	<input type="checkbox"/>
Housing organisations	Details such as your name and address, information about your current and previous housing circumstances, the support we are giving you	<input type="checkbox"/>
Health professionals e.g. doctor, hospital, drugs and alcohol workers, health visitors, counsellors	Details such as your name and address, current medical information, medical history, the support we are giving you	<input type="checkbox"/>
The Council – e.g. social care, education, housing, benefits and council tax, refuse collection	Details such as your name and address, information relating to your involvement with social care, education of your children, housing needs and the benefits you are entitled to, the support we are giving you	<input type="checkbox"/>
Debt Agencies	Details such as your name and address, financial information, the support we are giving you	<input type="checkbox"/>

**Your Name**

**Your Signature**

**Staff Signature**

**Date:**     /     /  
**Membership Number STO**

# Stockport Women' Centre Privacy Statement

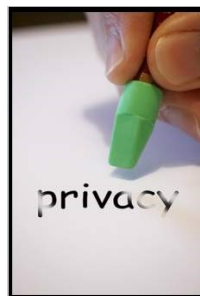
While you are working with us, your privacy is very important. This leaflet tells you about how we will collect, store and protect information we have about you.

## Where we will store information about you.

Information about you, and details of the work we have done with you, will be stored on our Database record system, or on paper records. The information we hold could include;

- Some basic details, like your name, date of birth, address etc.
- Anything you tell us about yourself or your family
- Information other agencies such as the Police and Probation have told us about you if they have referred you to us.
- Details of your contact with us, and the support that you have been offered.
- Details of what you have achieved during your work with us

You have the right to see any information we have stored about you on our records, and you can ask to see a copy of those records by making a written request.



## How we will protect your information.

Your information is protected, and our staff must work to strict rules about how they manage the information we have about you.

The staff working with you, and their managers, would have access to your records. Also a small number of staff who have access to the whole record system for maintenance or data collection purposes. These people too must work within strict rules, so your information is protected at all times.

## Sharing your information.

**Normally, we would only share your information with other people or organisations when you have agreed that we can.**

However, there may be times when we would have a duty to share information about you, even if you do not agree. These would be;

- If we believe that either you, or someone else, was at risk of serious harm.
- If a legal body ordered us to share your information
- If you are working with us whilst being supervised by Probation Services, we would be obliged to share information with those services.



If we did have to share your information without you agreeing, you would be told what information had been shared, why, and with which agencies.

**At all other times we would need your Written agreement before we could share your information.**

## Equality Information.

When you first come to work with us, we will ask you to share information about yourself, such as your race and ethnicity, any disabilities you may have, your religion etc. We use this information to make sure that we offer an equal quality of service to everyone.

**You do not have to give us this information, but if you do, it will be stored on our record system.**

At any time, if you change your mind about us storing this information, you can ask us to remove it from our system.

