

Data Protection Act: Client Consent Form

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

To comply with the Data Protection Act (1998) we must tell you how we use this data and ask for your permission. By signing this form you are providing your permission for us to process your data for the purposes below. For further information please see overleaf.

Permission to store your data

We are required by law to ask for your permission to record the details of your case. These details may contain your personal and sensitive data. The record of your case will be stored in a shared electronic case management system accessed by members of the CAB service.

Paper copies of your data may also be stored securely by **Surrey Welfare Rights Unit CAB.**

For the purposes of the Data Protection Act the members of the CAB service are Data Controllers in common.

Yes - I/We give my/our consent to the CAB service recording sensitive personal information about me/us

No – I/We do not give my/our consent to the CAB service recording sensitive personal information about me/us.

Name(s) :		
Signature:		Date

Permission to act on your behalf

Everything you tell us will be treated confidentially, however in dealing with your enquiry we may have to contact a third party such as the DWP, the Appeals Service or some other department or organisation. A third party contact will only be made if it relates to your case. We require a separate consent to act on your behalf.

Yes I/We give my/our consent to the CAB service sharing my personal information with other advice providers for the purposes of dealing with my case.

Name(s) :		
Signature:		Date

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

Where will you store my data?

The record of your case will be stored in a shared electronic case management system accessed by members of the CAB service.

Your information may also be stored in a paper file held securely by Surrey Welfare Rights Unit CAB

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.

What does *Data Controller in common* mean?

For the purpose of the Data Protection Act the members of the CAB service are Data Controllers in common.

This means that the members of the CAB service are responsible jointly for your data.

For example if you are receiving help from two different Citizens Advice Bureaux then both Citizens Advice Bureaux may record your personal data and sensitive data. They will both have responsibility for ensuring your data is processed according to the law.

Can I withhold my consent?

Yes we will not record your information unless you provide your consent.

We will not share your information with anyone else without your consent, unless required to do so by law.

