**A(4) Example Consent Form** (provided by Clair Aldington, Space2face service)

CLIENT CONSENT FORM | CONFIDENTIAL INFORMATION

Agreement to become involved with a Space2face restorative justice process

Name…………………………………………………………………………………………………………...

Address………………………………………………………………………………………………………...

Telephone……………………………………………………………………………………………………..

Email…………………………………………………………………………………………………………....

DATA PROTECTION In order to support you in your Space2face work, we need to keep case notes of our meetings with you. Due to the nature of the work, this may include sensitive personal information. The Law says we must get your consent to do this. We will treat your case notes in accordance with data protection legislation and with our restorative principles of respect, fairness, impartiality and confidentiality.

I give my consent for Space2face to keep case notes of each meeting I have with them. I understand that these notes may be shared with my Space2face worker’s supervisor, but will NOT be shared with external agencies or individuals without my consent, unless Space2face considers that I or others may be at risk of harm. I understand that my case notes will be kept securely in digital files (accessed only with a password) or on paper in locked filing systems for a maximum of 7 years. After this time, they will be securely destroyed.

Signed…………………………………………………………………………….

Date………………………

Signature of parent/ carer (if appropriate)..................................................

Date……………………...

Space2face clients may access information held about them at any time.

Space2face is a Scottish Charitable Incorporated Organisation (registered charity no: SC046828) and is a ‘data controller’ in compliance with data protection legislation with the Information Commissioner’s Office (registration no. ZA278561)

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