Appendix 1

Schedule Relating to the Information we collect and hold

| The information we collect | How we collect the information | Why we collect the information and how we use it | How long we keep your information |
| --- | --- | --- | --- |
| Your name, address, date of birth, telephone number, e-mail address, NI number | From you or other agencies | Legitimate interest:  To identify you on our system/in our records to enable us to contact you. | Seven years from when the support has ended |
| Relevant information on the abuse you have experienced | From you or other agencies (as detailed in Appendix 2) | Legitimate interest:  To complete a risk assessment and safety planning to ensure your safety and that of others.  This will help us to provide you with tailored support that meets your needs. | Seven years after application date |
| Information on your individual support needs (e.g. needs relating to safety and housing) | From you | Legitimate interest:  To put together a support plan which is tailored to our individual support needs. | Immediately after support has ended |
| Ethnicity, cultural and religious information, nationality | From you or other agencies (as detailed in Appendix 2) | Legitimate interest:  To understand your individual needs and to be able to provide you with tailored support.  Explicit consent:  We will seek your explicit consent ensuring that it is a clear and specific statement of consent in order to understand your individual needs and to be able to provide you with tailored support | Seven years from when support has ended. |
| General health information and information on any addictions | From you or other agencies (as detailed in Appendix 2) | Legitimate interest:  To understand your individual needs and to be able to provide you with tailored support. To complete a risk assessment and safety planning to ensure your safety and that of others.  Explicit consent:  We will seek your explicit consent ensuring that it is clear and specific statement in order to be able to provide you with tailored support that meets your needs.  To complete a risk assessment and safety planning to ensure your safety and that of others. | Seven years from when support has ended. |
| Details of your emergency contact (name, number and relationship to you), your place of birth, occupation, mobile phone network, height, build, complexion, distinguishing marks, vehicle type and registrations, access to passport | From you | Vital interest:  To ensure us to pass relevant information to Police Scotland should we have the need to report you as a missing person. | Seven years from when support has ended. |
| Information on any offences or criminal convictions relating to you | From you or other agencies (as detailed in Appendix 2) | Legitimate interest:  To understand your individual needs and to be able to provide you with tailored support.  Explicit consent:  We will seek your explicit consent ensuring that it is a clear and specific statement in order to be able to provide you with tailored support that meets your needs. | Seven years from when support has ended. |
| Details of your partner/ex-partner (e.g. name, date of birth, address, gender and relationship to you) | From you or other agencies (as detailed in Appendix 2) | Processing this data is exempt under DPA 2018, Schedule 1, Part 2, Para 17 and Schedule 2, Para 2.  To complete a risk assessment and safety planning to ensure your safety and that of others.  To be able provide you with tailored support that meets your needs. | Seven years from when support has ended. |
| Information on your partner/ex-partner’s offences and criminal convictions, including any bail conditions | From you or other agencies (as detailed in Appendix 2) | This processing is exempt under DPS 2018, Schedule 1, Part 2, Para 17 and Schedule 2 Para 2.  To complete a risk assessment and safety planning to ensure your safety planning to ensure your safety and that of others.  To be able provide you with tailored support that meets your needs. | Seven years from when support has ended. |
| Other agency involvement | From you or other agencies (as detailed in Appendix 2) | Legitimate interest:  To complete a risk assessment and safety planning to ensure your safety and that of others. This will help us to provide you with tailored support that meets your needs. | Seven years from when support has ended. |
| Information on referrals we have made to other agencies with your agreements | From you | Legitimate interest:  To be able to provide you with tailored support that meets your needs. | Seven years from when support has ended. |
| Information on your children (e.g. names, ages and whether they live with you) | From you or other agencies (as detailed in Appendix 2) | Legitimate interest:  To complete a risk assessment and safety planning to ensure your safety and that of interest. This will help us to provide you with tailored support that meets yours needs. | Seven years from when support has ended. |
| Court and trial information (e.g. trail dates and outcomes) | From you or other agencies (as detailed in Appendix 2) | Legitimate interest:  To be able to support you through the court process at relevant stages and keep you up-to-date with proceedings. | Seven years from when support has ended. |

**Appendix 2**

**Who we may share your information with**

Agencies, organisations and other third parties that we may need to share information with (to ensure we meet your best interests and support you the best we can) including but may not be restrict to:

* Other Women’s Aid groups
* Health (Health Visitor, GP, Psychologist, Psychiatrist, Mental Health Services, CPN)
* North Lanarkshire Council and other local authorities (Housing, Social Work Children and Families, Social Work Adult Services, Social Work Criminal Justice)
* Police Scotland
* MARAC – this is a multi-agency meeting made up of key agencies that share information they all have about you, they share the information to try and make sure you are not risk of harm. The agencies that typically attend are Women’s Aid, Police, Housing, Social Work, Education. Other agencies may attend as appropriate.
* Department for Work and Pensions
* Rape and Sexual Assault centre
* Addiction Services
* Clothes Bank
* The Foodbank