

# Sligo Social Services

## Consent Form

### Can I have information about me changed?

Yes, under the Data Protection Acts 1988 and 2003, you have the right to have incorrect information about you changed.

### Is there a complaints procedure?

Yes, Sligo Social Services operates a comprehensive complaints procedure. If you are not satisfied with any aspect of the service you should contact a member of staff in Sligo Social Services.

### Sligo Social Services

Charles St

Sligo

Phone: 071-9145682

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# Sligo Social Services

## Information Leaflet & Consent Form



Caring and  
supporting individuals  
and communities

## Sligo Social Services Database

In order for Sligo Social Services to provide you with adequate and appropriate services it is necessary for us to record the information you provide on our database and manual file.

Sligo Social Services staff will enter their actions and interventions with you on the file. This information will only be used or shared with relevant bodies involved in your case.

### Who sees the information?

Only Sligo Social Services staff have access to client files and database records. Computer passwords protect the information on computers

### Is my consent required?

Your consent is required to record any information other than your name, date of birth, gender and place of accommodation.

### What if I refuse?

It is your right to refuse to provide consent, in which case no information other than your name, date of birth, gender and place of accommodation will be recorded. A refusal will not exclude you from receiving a service.

### How do I provide my consent?

You can provide your consent verbally to a

member of staff working in Sligo Social Services, or in writing by completing the attached consent form and giving it to a staff member working in Sligo Social Services.

### Can I see the information recorded about me?

Yes, under the Data Protection Acts 1988 & 2003, you are entitled to a copy of any information kept on a computer about you. You can get a print out of the information recorded about you. You are entitled by law to have any incorrect personal information corrected.

### Is my information kept confidential?

Your information is confidential to the organisation as a whole and not to individual staff members. Information is only discussed between staff members for legitimate purposes and only in your best interests.

Your consent is sought to share information with other core services who may be of help to you. However there are certain situations where it is appropriate or obligatory to disclose confidential information, for example this includes circumstances relating to Child Protection or Individual Safety.

## Consent Form

I consent to have information recorded about me, and my use of services.

I understand that this information will be shared with other core services providers in Sligo.

I have been informed of my rights to access all the information recorded about me on Computer.

**Signed**

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**Date**

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**Witnessed by**

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**Service**

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**Position**

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**Date**

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