

# Consent Form

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

I understand that this information may be shared with other services as necessary.

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

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Service: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## Is my information kept confidential?

Your personal information will be processed in a manner that ensures appropriate security of personal data, including protection against unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

## Can I have information about me changed?

Personal data held by Sligo Social Services will be accurate and where necessary kept up to date. Sligo Social Services will rectify any incorrect data and erase any data, which is known to be incorrect or obsolete.

**Note:** You have the right to make a complaint to the Data Protection Commissioner if you are unhappy with how Sligo Social Services is discharging its duties under the Data Protection Act.

## Sligo Social Services

Phone: 071-9145682

E-mail: [info@sligosocialservices.ie](mailto:info@sligosocialservices.ie)

# Sligo Social Services

## Information Leaflet & Consent Form



Caring and supporting  
individuals  
and communities

---

In order for Sligo Social Services to provide you with adequate and appropriate services it is necessary for us to collect information from you which will be recorded on your file. Information will be stored electronically and manually. All information will be held in accordance with the seven principles contained in Article 5 of the General Data Protection Legislation (GDPR) 2016:

#### ***Lawful, fair and transparent processing***

Sligo Social Services processes personal data based on lawful processing conditions. You are entitled to have full and transparent knowledge of the identity of the parties to the processing, the purposes of the processing, the recipients of personal data, the existence of your rights and freedoms, and how to contact the Controller.

#### ***Specified and lawful purpose***

Your personal data will be processed only for a specified purpose.

#### ***Minimisation of processing***

Processing of your personal data will be adequate, relevant and restricted to what is necessary in relation to the purposes for which it is processed.

#### ***Accuracy***

Your personal data shall be accurate and where necessary kept up to date. Sligo Social Services will rectify any incorrect data and erase any data, which is known to be erroneous or obsolete.

#### ***Storage limitations***

Your personal data shall be kept in a form which permits your identification for no longer than is necessary for the purposes for which your personal data is processed.

#### ***Security and confidentiality***

Sligo Social Services will employ high standards of security in order to protect the personal data under its care. Sligo Social Services Password Policy, Data Sharing and Confidentiality Agreement and Data Retention and Destruction Policy guarantee protection against unauthorised access to, or alteration, destruction or disclosure of any personal data held by Sligo Social Services in its capacity as Data Controller. Access to and management of staff and client records is limited to those staff members who have appropriate authorisation and password access. Sligo Social Services will carry out regular internal security audits.

#### ***Liability and accountability***

The Data Controller and the Data Processor will comply with the General Data Protection Regulations (GDPR). The Data Controller will exercise reasonable care to ensure that the Data Processor carries out the processing in strict compliance with the GDPR.

#### ***Who sees the information?***

Sligo Social Services staff have a duty of confidentiality and there are strict rules about who will have access to your record. All computers are

encrypted and password protected and all files are stored in secure locations and access by personnel to personal data is strictly monitored and controlled.

#### ***Is my consent required?***

You must give consent to allow Sligo Social Services to process your personal data. You will give consent by signing at the end of this form. You have the right to reverse the decision of consent if you so wish.

#### ***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.

#### ***Can I see or have a copy of the information recorded about me?***

You have the right to access personal data that was collected about you, and only you. You must make a request in writing and Sligo Social Services will respond to your request within 30 days. You have the right to know what data is being held relating to you, where the personal data is being processed, purpose of processing and how long this data will be stored.

---