



Head Office
Suite 4, The Chambers,
Town Hall Square
Great Harwood
Lancashire
BB6 7DD
Tel: 01254 886886
email: reception@adhdnorthwest.org.uk

The Data Protection Act 1998 – Privacy Notice

The Data Protection Act states that any organisation or company which holds personal information about its customers must issue a privacy notice which guarantees that the information it is given will not be released, either for public consumption or personal gain. If your information is released, you have the right to sue the organisation that released it under the Data Protection Act rules.

ADHD North West records and processes personal data relating to each family supported to ensure that:

- parents and families receive information and services appropriate to their needs
- a comprehensive picture of each family can be compiled
- ethnicity and disability monitoring can be maintained
- details of interventions are recorded accurately and timely
- data held can be accessed by specific personnel to review service provision
- data held can be shared in accordance with the Data Sharing Code of Practice

ADHD North West will not share information about you with third parties without your consent unless the law allows this. Under the Data Protection Act 1998, anyone who processes personal information must comply with eight principles which make sure that personal information is:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate and up-to-date
- not kept for longer than is necessary
- processed in line with your rights
- held securely
- not transferred to other countries without adequate protection.

Subject Access Requests

Parents and family members are entitled to request a copy of their personal information. This is known as a 'subject access request'. Requests must be made in writing (e.g. letter or email) and should be responded to promptly and in any event within 30 calendar days of receiving it. If the person making the request finds it impossible or unreasonably difficult to make the request in writing ADHD North West will make a reasonable adjustment for them under the Equality Act 2010. ADHD North West reserves the right to charge a fee to cover administrative and other incurred costs.

Consent

I give consent for personal information to be recorded and processed for the purposes listed above shared in accordance with the Data Sharing Code of Practice.

Signature..... Date