

## Ceredigion Community Safety Partnership

As part of the Ceredigion Community Safety Partnership, services may be provided from a number of different organisations e.g. health, social services, voluntary organisations, etc. If so, there may be a need to share some information about you so that everyone involved with you can work together for your benefit. If intervention is of a non-statutory nature your consent will be sought on initial referral, intervention, and at the onward referral stage.

Information about you will only be used or passed on to others involved, if they need it.

Whenever your information is used, it will be handled in the strictest confidence.

Organisations involved with Ceredigion Community Safety Partnership will:

- not normally disclose your personal information without your consent, unless it is in your best interests or required by law;
- ensure that only the minimum amount of information needed will be passed on;
- ensure that anyone receiving information about you is under an obligation to keep it confidential and to only use the information for the specified purpose;
- ensure that information sharing agreements between organisations will control the way your information is shared;
- have secure systems in place to help prevent unauthorised access to information held on its computers.

The Ceredigion Community Safety Partnership have an agreed protocol which governs the sharing and processing of relevant information in order to address Crime & Disorder and Substance Misuse related matters in the County of Ceredigion (and/or for the purposes of any provision of the Crime and Disorder Act 1998, Section 115). Specifically, the protocol covers sharing and processing of relevant information held by Partners in order to effectively

- a) develop activity that is driven by reliable intelligence that meets the needs of the local community
- b) deploy resources effectively and present value for money
- c) reduce crime and disorder in the community

This procedure takes into account the Data Protection Act 1998 (for processing personal information) and the Human Rights Acts 1998 (for the rights of the individual's privacy). It also takes into account the Freedom of Information Act 2000 and the Crime and Disorder Act 1998.

**If you ask us not to share information about you with another person or organisation we will respect your wishes unless there are exceptional circumstances. Not sharing some information may mean that we have to alter the level of service we provide to you but this will be explained. The final decision will normally rest with you.**

If you require further information with regards to how we may use your personal information, please contact

Ceredigion Community Safety Partnership  
Cyngor Sir Ceredigion  
Penmorfa  
Aberaeron  
SA46 0PA.