**Privacy Notice**

**STAGE Project**

The Stage Project has been funded by the Government to improve the lives of disadvantaged women and girls. It is delivered by Changing Lives and we take our responsibility for protecting your personal information very seriously. This Privacy Notice tells you about why we collect personal information, how we store it, who we may share it with, and how we will dispose of it once it is no longer used.

When we use your personal information we make sure that we comply with the Data Protection Act (2018) and General Data Protection Regulation (GDPR) (2018).

We keep this privacy notice under regular review and it was last updated in June2019.

**GAP MAP Project**



Changing Lives GAP MAP is funded by various different sources to support individuals with experience of sex work, survival sex and sexual exploitation. This Privacy Notice tells you about why we collect personal information, how we store it, who we may share it with, and how we will dispose of it once it is no longer used.

When we use your personal information we make sure that we comply with the Data Protection Act (2018) and General Data Protection Regulation (GDPR) (2018).

We keep this privacy notice under regular review and it was last updated in June2019.

**Data Controller and Data Processor**

The Stage Project is funded by the Government through the Department for Digital, Culture, Media and Sport (“DCMS”). Their Data Protection Officer can be contacted at dcmsdataprotection@culture.gov.uk.

Because of how we deliver the project on behalf of DCMS Changing Livesacts as both the **Data Controller and the Data Processor** for any data we collect when we work with you.

**The Lawful Basis for Collecting and Processing Personal Data**

We need to collect some information from you so that we can help you. But before we do this we need to tell you about the reasons we use to collect it. This is our “Lawful Basis for Processing” your personal information.

**The Lawful Bases we use for processing your personal information.**

We need your **consent** for us to collect your information but if we do, we might also need to use your information at other times for example if you need medical treatment and aren’t capable of providing the information yourself (this is called ‘**vital interest’**).

**When we collect any personal information**

**We will:**

* make sure you know why we need it
* only ask for what is necessary for the service we are providing to you - sometimes, we may need details of special categories of personal data e.g. health details
* protect it and make sure only those people who need access to it can see it
* make sure you know if you have a choice about giving us information
* make sure we don’t keep it for longer than is necessary

**We ask you to:**

* give us accurate information
* tells us as soon as possible about any changes
* tell us as soon as possible if you notice any mistakes in the information we hold about you or your child/children (where appropriate)

**How we use your information**

We only use your personal information for the purposes described in this privacy notice. It will be used by Changing Lives to provide you with one-to-one case work, group work, and other appropriate services that we provide as part of the STAGE / GAP / MAP project.

**You can withdraw from the Project at any time.**

**If you no longer want to participate, please speak to a member of staff or telephone Luisa Alvarez on 07812665042**

**Sharing your information**

Depending on how we help you, we may need to share your personal information with and between people like:

* Your local council
* Housing Providers
* NHS Services e.g. Drug and Alcohol services
* Emergency Services e.g. Police, ambulance
* Community Mental Health
* Probation Services
* Adult & Children Social Services
* Other safeguarding services
* Our IT system providers
* Salesforce (who provide our IT system which is called InForm)

If we need to discuss your situation with other agencies, who are not listed in this privacy notice, we will always seek your permission to do so first, unless the law requires or permits us to share it for another reason, or for example, it is necessary to do so in order to protect you or others from harm, a crime has been or may be committed or where there might be a child or adult at risk.

Some anonymous data may be used to provide statistical information, for example to report on and evaluate the effectiveness of the service to the DCMS so that we can continue to receive funding.

**Storing your Information**

We will hold any personal information on secure databases kept on the Changing Lives IT network. We will also keep paper files where necessary.

All paper records are kept securely in lockable fireproof cabinets and will only be available to those people who need access in order to work with you.

We will keep your personal information for 7 years after your record has been closed. After that period, we will permanently delete any electronic record and destroy any paper files securely.

**Further processing**

If we need to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining it.

**Your Rights**

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request for access we have one month to respond to you.

If you have any questions about this privacy notice, want to exercise your rights or want to make a complaint about how we have used your personal data;

Please contact: Changing Lives at **central.office@changing-lives.org.uk**

Telephone: 0191 2738891or write to : Data Protection Officer - Changing Lives, Central Office, Unit D13, Marquis Court, Tenth Avenue West, Team Valley, Gateshead, Tyne and Wear,

NE11 0RU

To find out about your rights under data protection law, you can go to the **Information Commissioners Office (ICO)** website at <https://ico.org.uk/for-the-public/>

You can also find details about how **Changing Lives** processes your personal information at [**www.changing.lives.org.uk**](http://www.changing.lives.org.uk)

**PRIVACY NOTICE - CONFIRMATION OF UNDERSTANDING**

I confirm that I have read and understand the content of the Privacy Notice for the STAGE / GAP / MAP Project provided by **Changing Lives**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Signature** |  |
| **Date**  |  |

For the person being referred not the referrer. If you are unable to gain written consent, please state this in consent box on referral form below.

**If you no longer want to participate, please speak to a member of staff or telephone**

**Luisa Alvarez 07812665042 or our Central Office on 0191 273 8891**

**REFERRAL FORM**

**STAGE Project**

Providing the following service in Northumberland, North Tyneside, Newcastle, Gateshead, Sunderland and South Tyneside.

**Referral Criteria;**

* This project supports all people who identify as a woman or girl over the age of 16 who have been targeted and groomed by an individual or a group of people for sexual exploitation
* Has previous and/or current experience of sexual exploitation. For example; a person might have been targeted and groomed for sexual exploitation as an adult
* Referrals are accepted form a range of statutory and voluntary services, STAGE will also accept peer based referrals and self-referrals

**GAP/MAP Project**



Providing the following service in Newcastle, Gateshead, Sunderland and South Tyneside.

**Referral Criteria;**

* This project supports individuals age 18+ with experience of sex work.
* This project supports individuals age 18+ with experience of survival sex.
* Referrals are accepted to support people who have been exploited into the sex industry.
* Supporting individuals who are vulnerable to sexual exploitation 16+

**To help us process your referral, please make sure that you provide as much information about the client as possible.**

|  |
| --- |
| **Service Required: please tick your preferred project (see criteria and areas of work above)**[ ]  **STAGE** [ ]  **GAP MAP** |
| **Client Details** |
| **Full Name:**  |
| **Consent:** Has the person consented to this referral? Yes [ ]  No [ ]  |
| **Date of Birth:** |  | **Age:** | **Ethnicity:**  |
|  |  | **Safe Contact Number:** |  |
| **Address:** **Post Code:** (Is it safe for staff to attend address? Y/N) |
| **Emergency Contact Name:** |
| **Emergency Contact Number:**  |
| **Referrer Name and Organisation:**  |
| **Referrer Contact Number/ email:** |
| **Reason for Referral:**  |
| **Additional information: (Presenting needs)** |
| **Risk assessment information: (to help develop a robust risk assessment please share any potential risk about this person or related to this case)****Are there any lone working issues – Yes/No (if yes please state)** **Are there any issues with relationships/friendships that may affect the worker – Yes/No (if yes please state)** **Are there any issues about the home environment that may affect the worker – Yes/No (if yes please state)** **Are there any other issues we need to know about that may affect the worker – Yes/No (if yes please state)**  |
| **Please provide details of all agencies and support services that the client is engaged with:** |
| **Agency/Service** | **Contact Name** | **Contact Number** |
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**Signature of referrer: Date:**

Please note: send referrals via secure email to the following:**luisa.alvarez@changinglives.cjsm.net**

Please note Allocation meetings are held every Monday morning.