



Victim Support Scotland

Data Protection Policy Statement

Victim Support Scotland (VSS) is committed to ensuring all personal and sensitive information is handled fairly and lawfully and with due regard to basic confidentiality, dignity and respect.

VSS collects and processes certain types of information about our service users, for example:

- People who contact our services for support and assistance
- The type of support provided to individuals
- Statistical information on victims and witnesses and others affected by crime

The information is held so we can contact and assess service users to assist us:

- Provide the best possible service to people affected by crime, including to monitor and evaluate our service; and
- To campaign for improved rights and services for people affected by crime
- VSS also holds personal information on staff, volunteers, service suppliers and other professional business contacts.

The Data Protection Act 1998 establishes rights in relation to what information may be held and how it may be used. VSS fully endorses and adheres to the eight Principles of data protection, ensuring that personal information held by us is:

- 1) Processed fairly and lawfully
- 2) Obtained for specified and lawful purposes
- 3) Adequate, relevant and not excessive
- 4) Accurate and up to date
- 5) Not kept any longer than necessary
- 6) Processed in accordance with the "data subject's" (the individuals') rights
- 7) Securely kept
- 8) Not transferred to any country without adequate protection in place

The Data Protection Act 1998 gives individuals the right to request a copy of any information held about them, upon payment of an appropriate fee and proof of identity.

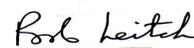
Personal information held by VSS will not be passed to any other agency without the person's consent unless:

- There is a legal obligation to disclose the information
- There are exceptional circumstances justifying a disclosure

This policy statement is subject to regular review to reflect, for example, changes in legislation or to the structure of policies of VSS. A hard copy of this policy is available on request. If you would you like to know more, please contact the Data Protection Officer at Victim Support Scotland, 15/23 Hardwell Close, Edinburgh, EH8 9RX or telephone 0131-6684486.



Chief Executive
Date: August 2013



Executive Board, National Chair
Date: August 2013