

## **Confidentiality and Consent Agreement**

Information given to any New Leaf representative will only be shared with other New Leaf representatives on a 'need to know' basis.

Information will be shared with your CRC Responsible Officer (Probation Officer) and our funders.

Information that will be shared will be limited to:

- Support offered and progress made
- Engagement with and motivation to change
- Meetings and attendance/non-attendance details.

Reasonable care will be taken to ensure that discussions, conversations, and telephone calls relating to confidential matters cannot be overheard.

Issues relating to crime, endangering yourself or another person, or to the safety and well-being of children must be reported to external agencies.

Under the General Data Protection Regulations we are legally obliged to confirm that we are holding your personal details, such as full name and date of birth for the purpose of you participating in the New Leaf programme. The legal basis for doing so is your consent. We may occasionally share your data with a third party where it is in the interests of the case to do so. Your data will be held on our secure database and case file for a period of up to 6 years, at which point the data will be safely destroyed.

Copies of our Privacy Notice, which includes details of all your rights, and our Data Protection Policy are available on the Thames Valley Partnership website or by writing to Thames Valley Partnership, The Coach House, Manor Farm, Aston Sandford, Buckinghamshire, HP17 8JB.

I consent to participating in New Leaf. I retain the right to withdraw this consent should I wish to do so. I understand that I need to do this in writing.

Participant Name (Block Capitals).....

Participant Signature..... Date.....

*New Leaf is delivered as one of the programmes under the  
Thames Valley Partnership Reg. Charity No: 1031545*