

Data Access Process

Mentee

- Access to data request received by CEO. This can be received by phone, email or via website.
- CEO calls requester within 3 working days to clarify their request and logs a Data Access Request Form
- CEO arranges date & time for requester to come into the office and review the data. This will be within 45 days of the completion of the Access Request form.
- CEO collates all pertinent material from active and archived files (names of other young people and adults to be redacted) for the agreed date
- If requestor asks for a copy of the data; the requestor is asked to sign a release form which outlines that the responsibility for safekeeping of the data transfers to recipient.

Parent/Guardian of Mentee

- If the Access to data request received by CEO comes from a Parent or Guardian, the CEO will request consent from Mentee. If not received request not processed. If consent is received, CEO will call requester within 3 days of receiving consent from mentee to clarify their request. CEO checks that requestor has parental responsibility, which needs to be evidenced. CEO will also ask for Parental ID and will log on an Access Request Form
- CEO arranges date and time for requestor to come into the office and review the data. This will be within 45 days of the completed Access Request Form
- CEO collates all pertinent material from active and archived files (names of other young people and adults to be redacted) for the agreed date
- If requestor asks for a copy of the data, the requestor is asked to sign a release form which outlines that the responsibility for the safekeeping of the data transfers to the recipient.

Volunteer (Mentor, Supporter, Trustee)

- Access to data request received by CEO.
- CEO call requester within 3 working days to clarify their request and logs an Access Request Form
- CEO arranges date & time for requester to come into the office and review the data. This will be within 45 days of the request
- CEO collates all pertinent material from active and archived files (names of all young people and adults to be redacted) for the agreed date

- If requestor asks for a copy of the data; the requestor is asked to sign a release form which outlines that the responsibility for safekeeping of the data transfers to recipient

Employee

- Access to data request received by CEO.
- CEO call requester within 3 working days to clarify their request and logs an Access Request Form
- CEO arranges date & time for requester to come into the office and review the data. This will be within 45 days of the request
- CEO collates all pertinent material from active and archived files (names of all young people and adults to be redacted) for the agreed date

Any request for access to data held about you should be sent via email to admin@smashyouthproject.co.uk, or in writing SMASH CEO, Pinetrees Community Centre-The Circle-Pinehurst-Swindon-SN2 1QR. Alternatively, you can telephone: 01793 729748