



Data Correction & Third Party Log Process

- If Parent, Referrer, Other Agency, Mentor, Mentee, Volunteer, Employee, Trustee advises that data held relating to them has changed (eg bank, address, medical condition, etc)
- Information should be forwarded to Administrator
- Administrator amends the data on the relevant personal file and database. The amendment must be noted in the Data Correction Log
- Case Managers and Administrator identify other 3rd Parties who need to know about the data correction
- Administrator advises the identified 3rd parties and records this in the Third Party Log

Notify any changes in data 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