

Access to Personal Records



Can I see what information is held about me?

Yes you can. The Data Protection Act 1998 entitles you to a description of the information held about you in a form that you can understand. You are also entitled to know who supplied the information, for what purposes it is being used and who it is being shared with.



Will I see all of the information held?

We work within a number of different organisations to make sure that you receive the right level of service. This can involve us sharing information. We treat all information given by other people (external agencies/organisations) as confidential and we would need to get their permission before passing it on.





Are records confidential?

Yes, all the information we hold about you is protected in accordance with Data Protection Act 1998. Records are held securely and only seen by staff involved in your care.



Could I have my request for access refused?

Your request cannot be refused, but there may be a reason why some information which is held cannot be given to you. For example, where it is thought information would cause harm to you or another person. You could also be refused access to any information which is held for the purpose of prevention or detection of crime.



Can other people have access to my records?

Other people including members of your family, cannot have access to your records without your consent.



How can I access my records?

You need to tell your YPA and they will help you fill in the correct form.