

## **SANDRA MARSHALL FAMILY MEDIATION SERVICES**

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### Your Personal Data

I undertake to ensure that any personal data or information relating to your mediation is managed in accordance with data protection regulation. I will never share your data or information without your expressed permission excepting as is set out below. I do not share personal data or information with any third party for the purposes of direct or other marketing.

I ask that you give your consent in relation to the following, which is also set out in the Agreement to Mediate:

- In the event of a complaint that is referred to the FMC or to any other regulator or relevant complaints handling organisation, that you agree that I may release any information or your file to either or both for the purposes of resolving any complaint.
- For the purposes of professional and quality assurance standards that my practice consultant/supervisor and/or the Legal Aid Agency may have sight of your file on a strictly controlled and confidential basis.
- That anonymised, statistical details relating to your case or outcome may be used for training and research purposes.
- That information shared with me regarding harm to you or to another person may need to be shared with the appropriate safeguarding agency. I will always seek to discuss this with you should it arise.
- I cannot keep confidentiality of information where there is an over-riding obligation in law or regulation that requires me to disclose information.
- That I write to you by email, attaching documents which are not password protected or encrypted and which are prepared by me within your mediation to include but not limited to – Outcome Summaries, an Open Financial Statement and Memorandum of Understanding

**I have read and understood the above and give my consent to the arrangements set out above. I understand that I may withdraw my consent at any time and once I have notified such withdrawal to the mediator in writing.**

<b>Signed:</b>
<b>Please print name:</b>
<b>Date:</b>