

If we had significant concerns about the welfare of any children you may be responsible for, we would make a referral to Social Work but would always try to discuss the issues with you before a referral was made.

### Any Further Questions?

If you have any questions about anything in this leaflet you can contact our service at the phone number on your letter prior to your appointment.

You will also have the opportunity to ask questions about the security and use of your information at the beginning of your first appointment or at any time throughout your contact with the service.



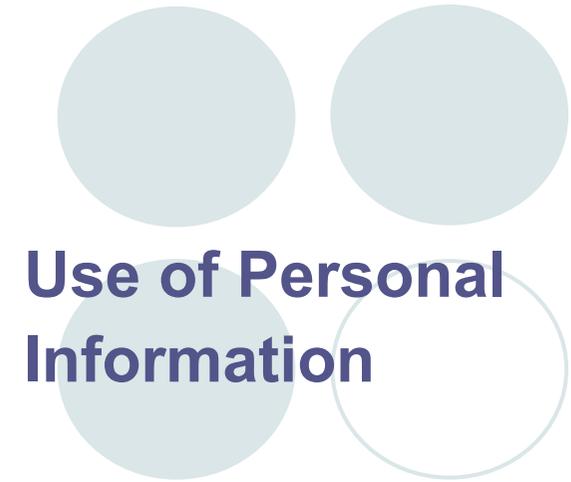
**Alcohol and Drugs Support  
South West Scotland**

225 King St  
Castle Douglas  
DG7 1DT

☎ 01556 503550



Recognised Partner



## Use of Personal Information



**Alcohol and Drugs Support  
South West Scotland**

## Data Protection

It is important you know when, and under what circumstances, any personal information you provide us may be shared with others.

The underlying principle is any information given to us would only be shared on a need-to-know basis. No other person will be given information about you or your treatment/support unless you give specific permission for that information to be shared. Our service is bound by the Data Protection Act 1998 which protects the use of personal information.

## Sharing Your Information with Others Involved in Your Treatment and Support

Our aim is to provide you with the best possible service. To do this it is important we work as a team, involving a range of professionals. This means we may be asked to share information with them, and depending on what help you are getting this could include:

- NHS Drug and alcohol service
- Primary care staff at your GP surgery
- Social Workers
- Professionals working with other drug/alcohol agencies

The information you provide us with may also be used as part of an evaluation of the service, but would not reveal your identity.

## Scottish Government Databases

Additionally there is a database operated by the Scottish Government's Information and Statistics Division (ISD) which collects information relating to alcohol and drug problems and waiting times for treatment. The database would include your name and date of birth.

The personal information is **not shared** with other database systems and is only used to identify an individual person if ISD needs to clarify any information supplied.

You can request that this information is submitted anonymously, so please discuss this with a member of staff if you have any questions.

## Children Affected by Parental Substance Misuse [CAPSM]

**The most important exception to sharing personal information is where there is potential risk to children.**

The Scottish Government's guidance on looking after the needs of children is set out in "Getting Our Priorities Right". This means if you have any children under 16 in your care, there could be potential for them to be in need, or at risk.

As a service, **we have a duty** to inform the Dumfries & Galloway Coordinator for "Children Affected by Parental Substance Misuse (CAPSM)" that you have attended for an assessment appointment with a brief outline of why this notification has been made.

