



DRCSAS Third Party Request for Notes - Procedure for Service Users

When we receive a request for your notes from the Police, or another third party:

- We will ensure the police have obtained consent from yourself to make the request and that it is for a relevant line of enquiry.
- We will contact you to make sure you are aware of this request and check you are happy for us to proceed.
- We will offer you the opportunity to view the notes we hold about you.
- The service manager or Coordinator will redact your notes, meaning we will take out any names, email addresses, phone numbers or personal information that are not related to you.
- Only once we have contacted you and offered you the opportunity to view your notes, will we contact the police officer in charge, or other third party, to arrange to release your notes.
- We will share your notes with the third party either by secure email, secure post, or in person.