

## **Privacy Notice**

### **Who Are Restorative Solutions and What Do We Do**

Restorative Solutions are a not-for-profit organisation, commissioned by the Mayor for West Yorkshire to provide the CARA (Cautions & Relationship Abuse) programme. Where West Yorkshire Police refer individuals to the CARA programme they are the Data Controller for the data and we act as their data processors. We are processing your data on behalf of WYP under DPA 2018 for the law enforcement purpose namely the prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security.

### **What is CARA**

CARA targets standard risk domestic abuse offenders by offering two domestic abuse awareness-raising workshops as part of a conditional caution issued by West Yorkshire Police.

Between the two workshops, with consent, we contact the victims/survivors of these offenders, via telephone at a time convenient to and safe for them, in order to gain their input and feedback on any changes in the offenders' behaviour (positive or negative), any concerns they might have, to identify any risks or safeguarding issues, and any further support needs.

### **Your Data**

In order to provide the CARA programme, West Yorkshire Police provide us with some data about the offenders and victims and about the offence that has been reported to them.

This data will normally only be seen by our staff who are working with you and, with your consent, by other organisations which are supporting you.

The data we need in order to work with offenders will include:

- Contact details
- The date of the conditional caution issued by West Yorkshire Police
- Any current or previous relationship between the offender and the victim
- Records of attendance at the workshops, or of failure to attend and complete one or both workshops

The data we need in order to work with victims, who will only be referred to us by West Yorkshire Police with their consent, will include:

- Contact details

- Any current or previous relationship between the victim and the offender
- Records of the feedback we receive from you between the two workshops

We will store your data securely.

## **Sharing Your Data**

Restorative Solutions will not normally disclose your personal information to third parties except to additional service providers under the strictest confidentiality conditions and with your consent.

We may however, in exceptional circumstances, give your personal information to other agencies without your consent - such as local authorities or the police - to comply with specific legal requirements.

Should withholding your information result in yourself or anyone else being harmed, as an organisation we would have to pass on the information required by law. In such instance, we will inform you of our intent and make available any information being passed at your request.

The following examples explain how and when we might disclose information both with and without your permission:

- We will tell West Yorkshire Police whether offenders attended and completed both workshops or not.
- We will share information with other people/agencies if we have your informed consent to do so, for example with providers of victims' services or with offender management organisations.
- If you give us reason to believe that you or someone else is at risk of significant harm, we may need to involve the police. Unless that risk is imminent we will discuss the situation with you before disclosing anything.
- If we suspect that a child or young person is at risk of harm we must inform social services. This is a legal requirement.
- If a judge or magistrate directs that information must be disclosed to the court we will comply with the direction.

Unless we believe there is a risk of harm or it's a legal requirement, we will always protect your confidentiality and not pass on your personal details or any other information that could identify you without your permission.

We are occasionally asked to provide anonymised 'case studies' to our funder, the Mayor for West Yorkshire. We will never use your case as a case study without your written consent beforehand.

## **Your Rights**

The West Yorkshire Police Website contains further information on your rights over your data <https://www.westyorkshire.police.uk/advice/our-services/your-data/yourdata-rights/your-data-rights> If you have any privacy concerns regarding CARA or

Restorative Solutions specifically please email  
[KateHook@restorativesolutions.org.uk](mailto:KateHook@restorativesolutions.org.uk)