

# AUTHORISATION FORM

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email [info@prisonersabroad.org.uk](mailto:info@prisonersabroad.org.uk) [www.prisonersabroad.org.uk](http://www.prisonersabroad.org.uk)  
Charity Number 1093710



**Under the provisions of the 1998 Data Protection Act Prisoners Abroad needs your permission to hold information about you in order to work with you while you are detained.**

## What information do we collect about you?

We collect information when you register with us or make a request for our services. The information we hold about you will include details of your current situation, your alleged offence, any health problems and any other information you provide. We appreciate that some of the information you provide will be of a highly sensitive nature.

All information given to us is confidential and will only be shared with any other person or agency where you have given us authorisation to do so. We will only be able to discuss your case with the family members or friends whose names and details you have given to us (please see separate form).

## How information about you will be used

Prisoners Abroad provides our services on the basis of need, so we will collect the information you provide to make an assessment of how we can help you while you are detained overseas and when you return to the UK afterwards.

Sometimes we will need to share information about you and talk about your case to other relevant organisations so that together we can work out how to help.

## Examples of these situations might be:

- discussing health problems with the prison authorities where you are detained so we can request suitable treatment on your behalf;
- discussing your case with your legal representative so we can update you on any progress;
- checking your financial situation with the Foreign and Commonwealth Office (FCO) so we can provide you with a grant; and/or
- discussing your transfer with the National Offender Management Service (NOMS) so we can update you on any progress in your application.

We have a strict confidentiality policy and will not share any information about you with anyone else unless we have your permission.

## Information about your overseas conviction

Information about your sentence and conviction is passed on by foreign authorities to the UK completely independently of whether you sign the Prisoners Abroad Authorisation form.

Likewise, British citizens will not be able to avoid deportation from the sentencing country by choosing not to sign this form.

## Access to your information and correction

Please contact us if you have any questions about our policy. You may also request details of personal information which we hold about you under the Data Protection Act 1998

We want to make sure that your personal information is accurate and up to date. Please advise us if you change your address or believe any of the other information we hold concerning you is out of date or inaccurate.

## Registering with Prisoners Abroad

If you would like to be in contact with us and continue to receive our services, please read the declaration over the page, fill out the form and sign before sending it back to us. You may withdraw your permission at any time.

If you do not sign the form or withdraw permission at a later date, it will affect our ability to work with you in the future.

For example, we need to confirm your nationality with the FCO so that they can help us to deliver any financial assistance, so if you do not sign you will not be able to receive any of our grants or services while you are detained.

Similarly, we require confirmation of your alleged offence from the FCO in order to work with you when you return to the UK, so if you do not sign the form you will not be able to access our Resettlement service.

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## Your declaration

I understand the following:

You will hold the information I have provided for the time that I am in receipt of Prisoners Abroad's charitable services. After this time you will destroy all personal information held about me in accordance with your policy.

You will check the information I have provided with the Foreign & Commonwealth Office (FCO) to verify details of my nationality and of my alleged offence. A copy of this form will also be sent to the FCO.

You may check further details of my arrest, alleged offence, sentence and detention, and any other relevant information concerning my current situation with the FCO and certain other organisations, or give information about me to them in order to:

- make sure the information I provide is accurate
- carry out work in connection with your charitable services (e.g. in providing me with services and any grants and advocating on my behalf)

These other organisations include prison authorities and social workers where I am detained, my legal representatives and any other organisation that I have authorised to act on my behalf (e.g. Fair Trials International, NOMS).

I declare that the information I have given on this form is correct and complete.

If I give information that is incorrect or incomplete you may withdraw services.

**Please complete this part of the form, sign and return it to the address below.**

Prisoners Abroad  
89 – 93 Fonthill Road  
London N4 3JH UK  
T +44 20 7561 6820  
F + 44 20 7561 6821  
info@prisonersabroad.org.uk  
www.prisonersabroad.org.uk  
Charity Number 1093710

**Your first name(s):**

.....

**Your surname:**

.....

**Prisoner number:**

.....

**Date of birth** (dd/mm/yy):

.....

**Name of Prison:**

.....

**Prison Address:**

.....

.....

.....

.....

**Country**

.....

**Are you: (please tick)**

Male       Female

**Alleged offence**

**(what have you been accused of?):**

.....

.....

**Signed:** .....

**Date:** .....

OFFICIAL USE ONLY

CASEBOOK case reference # (e.g. CON-xxxx):

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