# AUTHORISATION FORM

The Irish Council for Prisoners Overseas (ICPO) provides information, support and advocacy to Irish people imprisoned overseas and to their families.

In order to provide these services to you (both now and in the future), we need to collect certain personal data from you. This information includes the personal data set out below and any other information we collect from you in dealing with your case. We will only use this personal data to provide information, support and advocacy services to you and will not use it for any other purposes. Your data will be held in accordance with Irish data protection legislation and the ICPO's Data Protection and Records Management policy.

We will store your information electronically; in particular, we maintain an electronic database containing case files relating to both prisoners and families. This database is maintained at ICPO Maynooth, but may, if necessary and appropriate, be accessed by out sister office in London

We may need to disclose your information to third parties and government bodies in order to effectively provide services to you, for example writing to third party organisations that provide post-release support.

We may exchange information about your situation with people and agencies in and of the Department of Foreign Affairs, its relevant embassies or consulates, and also with prison authorities, prison chaplains, social workers, lawyers and other agencies, where required to provide a service to you. This may involve the transfer of your personal data to people and agencies outside of the European Economic Area which do not have privacy and data protection standards equivalent to those in the European Economic Area.

On occasion, ICPO clients or families have informed us that they are survivors of childhood abuse. Where ICPO staff become aware of any allegations of child abuse in respect of any party, ICPO is required to report this to the relevant statutory authorities in the country concerned. Any threats of harm to yourself or others that are communicated with ICPO and, or, any reference to un-adjudicated past criminal actions or future ones will be reported to the appropriate authorities.

If you would like us to provide services to you and you consent to us using your information in the manner outlined above, you should fill in your details below, print your name, sign this Authorisation form and send it back to us.

If you do not sign the form, it will be difficult for us to work with you in the future as we will not be able to use your personal information to provide services to you and we will not be able to access services on your behalf.

Name:…….. Date of Birth:…….

Prisoner Number:…… Name and Location of Prison:……

Prison Sentence:……. Tariff expiry/Expected Release Date (if known):……

Alleged Offence (what have you been accused of?):……...

Place of Birth:…… ……..Nationality:……

Please list below any family members we can speak to about your situation and their contact details:

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I hereby agree to ICPO using my personal information in the manner set out above. I also agree that the Department of Foreign Affairs can, on request, disclose the details of my arrest, alleged offence, any subsequent trial and detention and any other such pertinent information to representatives of the ICPO. I authorise the prison authorities in the country of my detention to inform the relevant Irish Embassy/Consulate of the details of my arrest.