

DAHA Assessment Case Reviews & Case Audits: Data Processing Agreement

Parties:

1. Domestic Abuse Housing Alliance ("DAHA")
- 2.

Purpose:

Case reviews and case audits are an essential and necessary part of the DAHA Assessment process. To award DAHA accreditation a Council/Housing Association must demonstrate that the standards are embedded in practice and identifying and responding effectively to domestic abuse is daily business.

Domestic abuse cases must be managed in a safe and sensitive manner where belief and a non-judgemental attitude form the basis and philosophy of the response in every case.

Case reviews and case audits are essential to enable the triangulation of evidence required to demonstrate partnership working, effective domestic abuse training, risk management, perpetrator management and inclusivity and accessibility.

We recommend that case reviewing and case auditing to monitor quality of practice around domestic abuse is undertaken by the Council/Housing Association on a regular basis as general good practice.

Data Protection and Confidentiality

DAHA will undertake case reviews and case audits in compliance with all relevant UK data protection legislation, including the UK General Data Protection Regulations (UK GDPR) and Data Protection Act 2018.

The parties acknowledge that for the purposes of the Data Protection Legislation, the Council/Housing Association is the Data Controller and DAHA is the Data Processor (where "Data Controller" and "Data Processor" have the meanings as defined in the Data Protection Legislation). For the scope, nature and purpose of processing by DAHA, the duration of the processing and the types of personal data and categories of data subject (each "Personal Data" and "Data Subject" are as defined in the Data Protection Legislation).

Scope, nature and purpose of processing

Processing is undertaken on the basis that case auditing and reviewing to monitor and assess quality of practice would not be unexpected and has no unjustified impact on the individual) and that service users/tenants/data subjects are aware of why their personal data is collected and for what purpose.

For the purposes of this Agreement, DAHA will:

- Process (view only) all personal data as part of the case review or case audit in accordance with this Agreement.
- View case management systems only in the presence of a staff member from the Council/Housing Association
- Ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential
- Notify the Council/Housing Association immediately on becoming aware of a Personal Data breach
- Not discuss the personal details of the case with third parties
- Not take away, copy or retain or further process any information whatsoever that identifies any individual to whom any case notes relate
- Ensure all notes relating to case reviews and case audits are password protected and store within an online folder accessible only to DAHA
- Retain documents relating to case reviews and case audits for a period of 12 months after accreditation has been awarded after which they will be securely deleted

Signed:

Signed:



DAHA

Date:

Date: