**\*\* DETACH AND KEEP THIS PAGE \*\***

**Privacy Notice – How we use your information**

We are a service that provides information, advice and support to unpaid carers of all ages in Solihull. To be able to carry out work we are required to hold up to date personal information about ***you*** and ***your cared for***. We hold all the identifiable information you share with us and records of activity you undertake with us.

Please be advised that we hold any information shared on this form on our database. We will use contract details you’ve provided to us to keep in touch with you regarding support available to you from Carers Trust Solihull.

**IMPORTANT!**

**In line with the Data Protection regulations that came into force in May 2018 we will never share identifiable information without your consent, including names, contact details, bank details or medical information. The only exception to this would be if somebody is at risk of significant harm to themselves or others, or if a crime is committed. You can request to see information we hold, in writing. To comply with GDPR and Safeguarding requirements we will securely retain your information for a minimum of 25 years.**

**Storing Information**

Although we minimise information we hold, paper documents will be kept securely locked and our data management system (Charity Log). This system is securely password protected. We also securely hold bank details for adult carers eligible for direct payment only. This information is kept confidential and used to support our work with you.

For more information on **Data Protection** – contact our office on **0121 788 1143.**

**Who and how it is shared**

We are required to submit monitoring forms to funders about our work with carers. **We will never share personal information or in any way identifies you or the person who requires care.** To maximise support for you, we may also share information with other professionals about your engagement, only in your best interest and with your consent.

**CARERS AGED 18 AND OVER**

**Solihull Council and Other Funders**

As we are funded by the Solihull Council and other funders to deliver services for carers, we have to submit **unidentifiable** statistical information to show how we have used those funds for the benefit of carers.

**Liquid Logic Social Services Database**

Carers Trust Solihull(*formerly Solihull Carers Centre*) is funded to carry out Carers Assessments on their behalf of Solihull MBC. If you request an assessment all this information *including your cared fors’ name and address* will be stored on the social services database and our Carers Trust Solihull database but will be allocated to our teams.

* **Completion of this consent form is required for you to receive services from us**
* **You have the right to withdraw your consent at any time by contacting us at our offices — contact details below**
* **Our Data Protection Officer is Brandon Scott-Omenka CEO**

Carers Trust Solihull, The Carers Centre, Solihull Fire Station Annexe,

620 Streetsbrook Road, Solihull, B91 1QY

[www.solihulllcarers.org](http://www.solihulllcarers.org) [centre@solihullcarers.org](mailto:centre@solihullcarers.org) 0121 788 1143

CHARITY NO. 1092613

**CARERS CONSENT FORM FOR CARERS AGED 18+**

Due to the nature of the work, we do, we require you to complete this form before you can participate in any of the activities or services provided by **Carers Trust Solihull** (*formerly Solihull Carers Centre*). This information will be kept on our database so that we can provide a safe service that meets your expectations. This form is valid until a new consent form is issued or consent is withdrawn.

Please ensure that ***any changes to information*** given on this form are provided to us as soon as possible.

|  |  |
| --- | --- |
| **Section 1** | **cARERS dETAILS** |
| **Full Name** |  |
| **Carer ID** |  |
| **Date of Birth** | Click or tap to enter a date. |
| **Address** |  |
|  |  |
| **Postcode** |  |
| **Tel No** |  |
| **Mobile No** |  |
| **Email** |  |
| **GP Practice** |  |

|  |  |
| --- | --- |
| **Section 2** | **NEXT OF KIN** |
| **Full Name** |  |
| **Relationship to you** |  |
| **Address** |  |
|  |  |
| **Postcode** |  |
| **Tel No** |  |
| **Mobile No** |  |

|  |  |
| --- | --- |
| **Section 3** | **EMERGENCY CONTACT – fOR EVENTS AND tRIPS**  Please note: This cannot be your cared for |
| **Full Name** |  |
| **Relationship to you** |  |
| **Mobile No** |  |

|  |  |
| --- | --- |
| **Section 4** | **Information sharing** |
|  | I authorize Carers Trust Solihull to **Share** my information and copies of relevant documents to other parties providing statutory provision and to **seek** information from these parties I appropriate. |
|  | I agree for Carers Trust Solihull to share and receive information from third parties |

|  |  |
| --- | --- |
| **Section 5** | **medical attention** |
|  | I give permission to give me medical attention in an emergency |

**THE Following are some questions about your ethnicity, gender etc. these are so we can try to understand if certain groups of carers have different needs and how we can better help them.**

**Section 6 PLEASE INDICATE YOUR ETHNICITY**

|  |  |
| --- | --- |
|  | **Asian/Asian British** |
|  | Asian British |
|  | Bangladeshi |
|  | Chinese |
|  | Indian |
|  | Pakistani |
|  | Any other Asian Background |

|  |  |
| --- | --- |
|  | **Black/African/Caribbean** |
|  | African |
|  | Black British |
|  | Caribbean |
|  | Any other Black/African/Caribbean Background |

|  |  |
| --- | --- |
|  | **Mixed/Multiple** |
|  | White and Asian |
|  | White and Black African |
|  | White and Black Caribbean |
|  | Any other mixed/multiple ethnic background |

|  |  |
| --- | --- |
|  | **White** |
|  | White English/Welsh/Scottish/Northern Irish/British |
|  | White Gypsy or Irish Traveller |
|  | White Irish |
|  | White Roma |
|  | Any Other White Background |

|  |  |
| --- | --- |
|  | **Other** |
|  | Arab |
|  | Any other ethnic group |
|  | Prefer not to say |
|  | Unknown |

**Section 7 PLEASE INDICATE YOUR RELIGIOUS GROUP**

|  |  |
| --- | --- |
|  | **Religious Group** |
|  | Agnostic/non-religious |
|  | Atheist |
|  | Buddhist |
|  | Christian-Baptist |
|  | Christian-Church of England/Anglican |
|  | Christian-Church of Scotland/Presbyterian |
|  | Christian-Eastern Orthodox/Coptic |
|  | Christian-Methodist |
|  | Christian-Other |
|  | Christian-Pentecostal |
|  | Christian-Roman Catholic |

|  |  |
| --- | --- |
|  | **Other** |
|  | Hindu |
|  | Jehovah’s Witness |
|  | Jewish |
|  | Muslim |
|  | No Religion |
|  | Other Religion |
|  | Refused to Say |
|  | Sikh |

|  |  |
| --- | --- |
| **Section 9** | **Is your gender identity the same as the sex you were registered at birth?** |
|  | Yes |
|  | No |
|  | Prefer not to say |
|  | Unknown |

|  |  |
| --- | --- |
| **Section 8** | **PlEASE INDICATE YOUR GENDER** |
|  | Male |
|  | Female |
|  | Non-Binary |
|  | Transgender |
|  | I prefer not to say |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 10** | **WHAT IS YOUR SEXUAL ORIENTATION** |  | |
|  | Bisexual |  | Prefer not to say |
|  | Gay/Lesbian |  | Unknown |
|  | Heterosexual (straight) |  |  |
|  | Not sure |  |  |

|  |  |
| --- | --- |
| **Section 11** | **images and vocal** |
|  | Carers Trust Solihull often relies on funding through various sponsors (e.g, local Rotary Club) to carry out activities and projects. Obviously, this is of great benefit to you and in terms of the support you receive. As a result of which, photographs, videos and audio materials may be taken and used from the activities you are involved in. These may appear for use in any of the following:  ▪ *Carers Newsletter ▪ Carers Facebook Page*  *▪ Carers Website/App ▪ Newspapers* |
|  | ▪ *Online Audio ▪ Press*  *▪ Promotional DVD’s ▪ Publicity* |
|  | **I give permission for images/vocal materials to be used for the above purposes.** |

|  |  |
| --- | --- |
| **Section 12** | **marketing and fundraising** |
| **I agree to be contacted to be kept up to date with services, opportunities and fundraising at Carers Trust Solihull by the following methods:**  **Email Post**  **Telephone  Text** | We also offer a **text reminder** service for upcoming events, activities and opportunities for you to engage in.  **Tick here** to be included in text reminders. |

**Section** **11 THIS SECTION TO BE COMPLETED BY:**

* The person(s) that require(s) care – i.e. the ***CARED FOR***
* Or by the ***parent/guardian*** of a child under 18 that requires care
* Or on behalf of someone who requires care – ***with their permission***

**NOTE:** If you care for more than 2 people, please can you add their details on a separate sheet of paper and return them to us, with this consent form.

**cared for 1**

|  |  |
| --- | --- |
| **For the person named above to access our services we are required to hold the following:** *Information about the PERSON(S) WHO REQUIRE(S) CARE (CARED FOR):* | |
| **Condition of Cared for** |  |
| **Relationship to carer** |  |
| **Cared for Date of Birth** |  |
| **Cared for Name (Optional)** |  |
|  | If completing on behalf of someone else aged 18+: I have permission from the cared for person detailed in this section to provide this information |
| **My Name (Carers)** |  |
| **My relationship to Cared for (1)** |  |

**cared for 2**

|  |  |
| --- | --- |
| **For the person named above to access our services we are required to hold the following:** *Information about the PERSON(S) WHO REQUIRE(S) CARE (CARED FOR):* | |
| **Condition of Cared for** |  |
| **Relationship to carer** |  |
| **Cared for Date of Birth** |  |
| **Cared for Name (Optional)** |  |
|  | If completing on behalf of someone else aged 18+: I have permission from the cared for person detailed in this section to provide this information |
| **My Name (Carers)** |  |
| **My relationship to Cared for (1)** |  |

|  |  |
| --- | --- |
| **Section 12** | **Changes to personal information** |
|  | Carers Trust Solihull relies on up-to-date personal details to ensure each person receives relevant information and support from our service. |
|  | I understand that it is my responsibility to inform Carers Trust Solihull of any changes to my personal details, or if there has been any significant change to my caring role. |

|  |  |
| --- | --- |
| **Section 13** | **Declaration** |
|  | I have read, understand and ticked areas above that apply to me. I have read the information and have kept the Privacy Notice on the front page for my reference. |
| **Signed** |  |
| **Name** |  |
| **Date** |  |