**Locally Trusted Organisation Consent Form**

**Who are the Locally Trusted Organisations (LTOs)?**

Four voluntary sector organisations within Stoke on Trent have come together to provide preventative family support in the city of Stoke on Trent.

* Alice Charity
* Family Focus
* Just Family CIC
* YMCA

**What Information do we collect about you?**

To provide you with the most suitable service the LTO’s may collect the following information about you and your children;

* Name, address, contact telephone number, email address, date of birth, children’s school, support needs and relevant background to enable you and your family to receive the correct support
* We may also collect other sensitive information including ethnicity, religious or similar beliefs, and disabilities

The LTO’s use the information collected about you and your family to;

* Support and monitor your progress
* Discuss your family’s support needs at multi-agency meetings, e.g. Early Help meetings
* Research, monitor and improve our service
* Identify and encourage good practice
* Refer you to other services i.e. CAB, Health Visitor, Children’s Services

We may share some of the information about you with other services such as;

* Schools
* Social Care Teams
* Stoke on Trent City Council
* Health Visitors
* Doctors
* The Police

You have the right to access any information about you and your children held by the LTO’s. Should you wish to do verbally please contact the voluntary organisation offering you support on the following numbers:

Alice Charity: 01782 614838

Family Focus: 01782 863762

Just Family CIC: 07505275190

YMCA: 01782 222376

or to make a written request email:

Alice Charity: [sereferrals@alicecharity.org](mailto:sereferrals@alicecharity.org)

Family Focus: [info@familyfocusstaffs.org.uk](mailto:info@familyfocusstaffs.org.uk)

Just Family CIC: [enquiresjustfamily@gmail.com](mailto:enquiresjustfamily@gmail.com)

YMCA: [Referrals@ymcans.org.uk](mailto:Referrals@ymcans.org.uk)

Your right to access will be processed within one calendar month.

We will keep your data for 12 months after the end of your support, unless you request otherwise.

You have the right to request that your personal data be destroyed i.e. ‘the right to be forgotten’. This request can be made verbally or in writing. All requests will be responded to within one calendar month.

You can withdraw consent at any time. If you wish to withdraw consent please inform your support provider directly.

Please inform your support provider directly if you want to;

* Ask what information we hold about you
* Correct any information we hold about you
* Ask any question in relation to the above

I hereby consent to the processing, collection and sharing of my personal data as described above. I consent on behalf or a child or young person whom I have parental responsibility (PR) for.

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Family Name:** |  |
| **Signature:** |  | **Date:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Date of Birth** | **PR** | **Signature** |
| **Parent 1** |  |  |  |  |
| **Parent 2** |  |  |  |  |
| **1st Child** |  |  |  |  |
| **2nd Child** |  |  |  |  |
| **3rd Child** |  |  |  |  |
| **4th Child** |  |  |  |  |
| **5th Child** |  |  |  |  |
| **6th Child** |  |  |  |  |
| **7th Child** |  |  |  |  |
| **8th Child** |  |  |  |  |

**Notes for Parental Consent**

1. The child or young person whose data is going to be processed should sign the consent form wherever possible.
2. Where the child/young person does not understand what it means to exercise their rights under the Data Protection Act (usually under the age of 12) a parent or guardian should sign on behalf of the child or young person.

**Notes for Parental Responsibility (PR)**

1. Mother automatically has PR from birth.
2. Fathers have PR if any of the following apply;

* Listed on the birth certificate (after 01.12.2003)
* Married to mother at time of birth
* Biological father and married to child’s mother after birth