**GDPR (General Data Protection Regulation)**

**Befriending Service**

**Information held on our database is strictly confidential and we do not pass on any personal data about you to outside organisations without your express personal consent.**

**The only exception may be if there is a crisis, someone is deemed to be at significant risk of harm and the emergency services need to be provided with appropriate information. These disclosures will be done following Adult Safeguarding procedures that our staff and volunteers have been trained in.**

**We share anonymised data with the local authority and other funders as part of our reporting obligations. Age UK Barnet, may take photographs and film to use in their publications, printed material, social media and other forms of digital/printed material, solely for the purpose of promoting Age UK Barnet’s services and communication with its stakeholders. Let us know if you wish to be excluded.**

**Any data we hold on you is done so in accordance with data protection legislation and Age UK Barnet’s Privacy Notice.**

***Please tell us your preferred method(s) of communication by ticking where appropriate:***

**For general communications:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Email** | **🞎** | **Landline** | **🞎** | **Mobile** | **🞎** | **Post** | **🞎** | **Answer phone** | **🞎** |

**Age UK Barnet would like to keep information on our database about the services we provide you. We would like to use this information to inform you of relevant services that may help you live independently, organisational updates, relevant news, and fundraising opportunities. Please select “Yes” or “No” below to receiving this information. Due to financial constraints, we prefer to email information and only post if necessary. If you don’t have an email but a family member of friend is happy to receive emails on your behalf please provide their details. We can contact them to confirm consent.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Yes** | **🞎** | **No** | **🞎** |  | **Please note: If you do not select “Yes” or “No” we will only contact you with regards to your specific relationship with us.** |

**Email address for communications:………………………………………………………..**

**A copy of our Privacy Notice is available on our website at www.ageuk.org.uk/barnet/privacy-notice.**

**Client’s signature……………………………………………… Date………………………………….**

**Verbal consent obtained due to**

**Witness …………………………………………..Date………………………………….**

**Befriending Service Agreement**

* **The Befriending Manager has explained what our services can and cannot do.**

* **Please do not request the volunteers personal contact details. The Befriending manager is able to forward messages to the volunteer and the volunteer will ring you before an appointment to confirm it is still convenient.**
* **Please do not offer the volunteer money other than as repayment for goods purchased on your behalf.**
* **Donations or bequests are very welcome. You can request a sealed donation envelope, a call back to donate by phone or write a cheque to Age UK Barnet.**
* **We require feedback from you so we can improve our services and have case studies to provide to funders and potential volunteer. Your details can be changed to protect your identity.**
* **We have discussed the following organisations and I have your permission to make a referral for you to the following organisations using the information supplied by yourself or the person who referred you to our service.**

|  |
| --- |
|  |

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Verbally agreed YES/NO**

**Witnessed by**