

CL ID.....

Age UK Herefordshire & Worcestershire Consent Form

Our services are:

Independent

Impartial

Confidential

We will provide our services based on the information you provide to us. Should the information provided to us prove to be inaccurate or incomplete the advice we give may also be inaccurate. As such, Age UK Herefordshire & Worcestershire cannot accept responsibility for any financial or other loss when we have acted in good faith.

To comply with the Data Protection Act 1998 we must have client consent if we are to store sensitive data about them or allow such data to be used by third parties.

In order to be able to help you best we need to store information about you. By law, we must have your consent if we are to do this. Any information that you give us will be treated confidentially.

We may also need to speak or write to other people, on your behalf. We must have your consent if we are to do this. Before any contact with others about your case, we will seek your agreement.

Any information you share with us is confidential within the organisation unless the information you give us suggests there is an adult at risk when we would have to share this information with the relevant agencies.

In order to ensure that the service we provide is of a high quality, a sample of our files is examined by a third party. We need your consent if your file is to be examined in this way.

You are free to withdraw your consent at any time without giving any reason. Should you choose to do so, the service you receive from us will not be affected in any way.

If you choose not to sign this consent form, then unfortunately Age UK Herefordshire & Worcestershire cannot store any information about you or write to third parties on your behalf.

We can still deal with your case but can only draft letters for you to sign and send.

Please tick box against each statement to which you give consent and then sign below.

Statement 1: I give consent for Age UK Herefordshire & Worcestershire to record and store personal information about me. I understand that any such information will be stored in accordance with the Data Protection Act.

Statement 2: I give consent for Age UK Herefordshire & Worcestershire to correspond on my behalf with relevant third parties.

Statement 3: I give consent for my records to be examined by a third party as part of the audit of Age file Age UK Herefordshire & Worcestershire for quality control purposes.

Statement 4: I give my consent for AGEUK Herefordshire & Worcestershire to share my name and address with the national charity, Age UK, and for Age UK to contact me in order to ask for my feedback on services. I understand that I may withdraw my consent at any time by contacting AGEUK Herefordshire & Worcestershire.

Keeping you informed

Age UK H&W would like to keep you informed of news, events, activities and other services we provide. If you are happy for us to do this, please let us know the best way to contact you by ticking the boxes below.

Post

Telephone

Email

Text

Signature

Date

Print name

Verbal consent given (eg by telephone contact). Please tick box.

Please indicate reason why verbal rather than written consent was given.

Client's name:

Address:

Postcode:

DOB:

Telephone number:

Mobile:

Email:

Name of Staff Member taking consent.

Print:

Signature: