



Client Consent Form



In order for us to help you with your enquiry we may need to record details of your case. These details may contain your personal and sensitive data. To comply with the Data Protection Act (1998) we must tell you how we use this data and ask for your permission. By signing this form you are providing your permission for us to process your data for the purposes below. For further information please see overleaf.

Permission to store your data

We are required by law to ask for your permission to record the details of your case. These details may contain your personal and sensitive data. The record of your case will be stored in a shared electronic case management system accessed by members of the Leicestershire Advice Service for Social Care and LCPT.

Paper copies of your data may also be stored securely by the Leicestershire Advice Service for Social Care. For quality management purposes, these files may be accessed by an external agency for audit.

- Yes - I/We give my/our consent to the Leicestershire Advice Service for Social Care to record sensitive personal information about me/us and for these records to be audited by an external agency for quality management purposes**
- No – I/We do not give my/our consent to the Leicestershire Advice Service for Social Care recording sensitive personal information about me/us**

Name(s) :		
Signature:		Date

Permission to share your data with other service providers

Everything you tell us will be treated confidentially, however we may suggest we refer you to another organisation who are able to provide a relevant service to you. We are able to refer you to them and help get you an appointment where appropriate. Ideally we would also give them the information you have given us. If you give consent below, you are agreeing that the Leicestershire Advice Service for Social Care may:

- refer you to other service providers;
- make appointments with other service providers;
- share your personal information with other service providers so that they have initial information about you and your enquiry.

- Yes I/We give my/our consent to the Leicestershire Advice Service for Social Care sharing my personal information with other agencies for the purposes of efficient appointments and referrals to help me with my problems.**
- No I/We do not give my/our consent to the Leicestershire Advice Service for Social Care sharing my personal information with other agencies for the purposes of efficient appointments and referrals to help me with my problems.**

Name(s) :		
Signature:		Date



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What is personal and sensitive data?

Personal data is data which can be used to identify you. This may include your name, date of birth, address, telephone number etc.

Sensitive data is information related to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

Where will you store my data?

The record of your case will be stored in a shared electronic case management system accessed by staff of the Leicestershire Advice Service for Social Care and LCPT.

Your information may also be stored in a paper file held securely by the Leicestershire Advice Service for Social Care.

Can I withhold my consent?

Yes we will not record your information unless you provide your consent.

We will not share your information with anyone else without your consent, except in the case of safeguarding situations.

Complaints handling procedure

The Leicestershire Advice Service for Social Care has a Complaints Procedure. Full details of the Complaints Procedure are available on request.