**Bay Benefits - Referral Form**

For the use of professionals and service users

**(Please complete in full)**

|  |  |
| --- | --- |
| Name  IRO |  |
| Address  Telephone Number  Email address |  |
| Referral from –  **(Professional only)**  Name, address, email, contact telephone number (if applicable)  If self-referral please tick box |  |
| Date of Birth |  |
| National Insurance Number  **(we will need this)** |  |
| Are you Disabled in anyway?  **Please tick to box that applies** | Yes No |
| Date |  |
| Signature |  |

Ethnicity

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **White:** |  | **Mixed:** |  | **Asian or Asian British:** |  | **Black or Black British:** |  | **Chinese or other ethnic group:** |  |
| White British |  | White and  Black | □ | Indian | □ | Black  Caribbean | □ | Chinese | □ |
| White Irish | □ | White and  Black African | □ | Pakistani | □ | Black  African | □ | All other  Ethnic Groups | □ |
| White Other | □ | White and  Asian | □ | Bangladeshi | □ | Other Black  Groups | □ |  |  |
|  |  | Any other  Mixed  Background | □ | Any other  Asian  Background | □ | Any other  Black  Background | □ |  |  |

**Reason for referral**

Please provide basic details of what help is required.

|  |
| --- |
|  |

X

**Has your client agreed to this referral? Yes No**

**(Professional only)**

**Appointments are only available at the Olive Carers Centre, St Edmunds, Victoria Park Road, Torquay, TQ1 3QH (the Olive Carers Centre is situated at the rear of St Edmunds). There is a small carpark where you will see two spaces labelled The olive Carers Centre, you are very welcome to park in either of these spaces if they are available.**

**Please Note: Please bring copies any medical letters you may have which state any diagnosis/prognosis, including a list of current medication, and your National Insurance if applicable.**

**Please also be aware if you are applying for a Blue Badge, we will need a passport photo and a cheque for £10.00 to pay the administration fee set by Torbay Council and Torbay and South Devon NHS Foundation Trust or your debit card details if you are happy to record these on the Blue Badge application form.**

**Privacy Notices & Data Protection**

In accordance with the principles of the Data Protection Act 2018 and the General Data protection Regulation (GDPR)

* The information we have asked for on the referral form you have completed is held securely on a data base at Carers Aid Torbay.
* The database cannot be accessed from any device, or machine, outside of the main office**.**
* The information we have asked for on this form, is used by our advisor John Dudley, and limited members of the office administration team. We will use this information to help support you with your benefit enquiry.
* We care about your privacy, and keep recorded data, password protected. We keep very brief notes regarding your circumstances, which are locked up in our filing cabinets, and will shred any information that is not needed immediately.
* We will only use the information asked for the purposes stated and will not disclose the information to anyone outside of Carers Aid Torbay without your permission; unless it is of ‘vital interest’ and becomes critical to prevent serious harm and distress.
* You have a right at any time to view the information we hold and if you wish to have a copy of this, we will ensure you have it within one month free of charge.
* You can withdraw your consent at any time; if you do this, Carers Aid Torbay will remove your details immediately from their database.

Please sign below to state if you give consent for the data to be held on are database for the uses explained above. Carers Aid Torbay must also inform that you do not have to give consent and should you not give consent this will **not** impact on the services we can offer you.

Full Name: ……

Signature: ……

Date: ………