



Referral Form

Full Name									
Address									
Postcode		Telephone Number		Mobile Number					
Email Address									
Date of Birth				I identify my gender as?					
Are you Disabled in any way?		Yes		Do you have any mobility issues?		Yes			
		No				No			
GP Name and Address									
What is your ethnic group? Please tick one box.									
White:		Mixed:		Asian or Asian British:		Black or Black British:		Chinese or other ethnic groups:	
White		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			

Your role: (tick one box only)

<input type="checkbox"/>	Carer Caring for one person (Caring includes caring for a person who is living separately, either in the community or in residential care.)
<input type="checkbox"/>	Multiple Carer Caring for more than one person
<input type="checkbox"/>	Joint Carer Two or more people caring for one person
<input type="checkbox"/>	Mutual Carer Caring for someone who also cares for you

Who are you caring for?

<input type="checkbox"/>	Spouse	<input type="checkbox"/>	Neighbour
<input type="checkbox"/>	Child(ren)	<input type="checkbox"/>	Friend
<input type="checkbox"/>	Parent(s)	<input type="checkbox"/>	Other
<input type="checkbox"/>	Other relative(s)	<input type="checkbox"/>	

Please give a brief outline of your cared-for's condition(s) and the affects it has on your household and wellbeing.

Effects on your household and own wellbeing:

Do you have the Last Power of Attorney for the person you care for?

Yes

No

Which of the following best describes your situation?

Please tick one box; if more than one applies, tick whichever describes your main activity.

<input type="checkbox"/>	In paid work full time	<input type="checkbox"/>	Retired from paid work
<input type="checkbox"/>	In paid work part time (30 hours or less per week)	<input type="checkbox"/>	Looking after home or family full time
<input type="checkbox"/>	Volunteer	<input type="checkbox"/>	
<input type="checkbox"/>	Student	<input type="checkbox"/>	

How did you hear about Carers Aid Torbay?

Is there a day, or time of day, which would suit you best for us to contact you to make an appointment to meet with you? (Please state)

These meetings can be at a venue of your choice, we usually meet with you in the comfort of your home, but if you would prefer to meet at one of the three Carers Centres in Torbay either at:

<input type="checkbox"/>	The Olive Carers Centre, St Edmunds - Torquay
<input type="checkbox"/>	Paignton Carers Centre - The Drummond Suite - Paignton Library (by appointment only)
<input type="checkbox"/>	Brixham Friends Centre - Penn Lane - Brixham (by appointment only)

Please tick the box of the centre which suits you best.

Due to GDPR regulations regarding data protection the next pages are about consent to hold the details we have asked on this form.

Please return the completed form to us at :

Carers Aid Torbay
The Olive Carers Centre
St Edmunds
Victoria Park Road
Torquay
TQ1 3QH

or return by email to either
steph@carersaidtorbay.co.uk or s.doolan@nhs.net



Privacy Notices & Data Protection

In accordance with the principles of the new 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 database 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 your named worker, and limited members of the office administration team. We use this information to help support you in your caring role and in order to see you at home if you have asked for a home visit.
- We care about your privacy, and keep recorded data, password protected. We keep written information regarding you, such as telephone messages, locked up in our filing cabinets, and shred this information when it is dealt with.
- Carers Aid Torbay is commissioned by Torbay and South Devon NHS Foundation Trust. We occasionally provide them with anonymised statistical information regarding age, and ethnicity for example to help with Government statistics. We also forward information to them, on your behalf in order to process Carers Emergency cards; Carers break monies, and to register for the Emotional Vouchers scheme, when needed. Please check their policies on data protection for further information.
- 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 our databases 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.

Name

Signature

Date

Photography and Social Media

Again, in accordance with the principles outlines in the data protection Act 1998 and the general Data Protection Regulation (GDPR), we need to seek permission prior to taking and photographs which we may use in the future for events and socials. We may use these photographs for display purposes at other events, or on social media platforms, such as Facebook. If you do not want us to take your photograph, please tick the relevant box. If you do not give consent this will not impact on the services, you will receive.

I do not want my photograph displayed in anyway.

I am happy for Carers Aid Torbay to take photgraphs of me and use as they see fit.

Newsletters

We also like to send an annual newsletter of what's been happening at Carers Aid Torbay and also future events we have planned, if you do not want to receive this, please tick the box.

I do not want to receive the newsletter

If you would still like to look at what Carers Aid Torbay has been up to, or see what events we are holding, please look on our website- www.carersaidtorbay.co.uk.

How would you like Carers Aid Torbay to contact you?

We need to be clear on how you would like to be contacted following receipt of this form, please tick the box of your preferred method of communication. Please note if you select email it is important to make sure you clearly write your email address in the area provided and make it clear what is upper and lower case. Sometimes when Carers Aid Torbay first emails someone it can go into their spam box, so please keep checking that box too.

My preferred method of communication is:

Via my landline

Via my mobile

Via text message

Via email

Name

Signature

Date

Once we receive your referral, we will be in touch within three working days. We look forward to meeting you soon, and welcome to Carers Aid Torbay.