Confidentiality and Personal Data Consent Form

For ____________________________________________________ [name of client]
Refugee Action Reference Number ______________________________

Confidentiality Consent

I understand that Refugee Action* will treat any information about me/my family as confidential. However, in order for Refugee Action* to help me, I agree that they can give and receive personal details, documents or other information about me/my family, to or from the people and organisations listed below (unless I delete them):

- The Home Office*
- Accommodation providers
- My solicitor
- Immigration and Asylum Tribunal*
- Legal Aid Agency*
- Doctors and health professionals
- Social services*
- Other government organisations (for example the Job Centre Plus*, Department for Work and Pensions*, Foreign and Commonwealth Office*, Inland Revenue*)
- Education providers
- Other local advice and support agencies
- Potential employers who approach us for references (with your permission)
- Victims of trafficking – UK Human Trafficking Centre*

*These words are English names of organisations or other words that cannot be translated. Please ask an advice worker to explain what they mean.

I have crossed out any people or organisations with whom I do not want Refugee Action to discuss or share my personal details, documents or other information.

Please note:

Under UK law, Refugee Action may discuss your details with medical services, social services or the police if it believes there is a real danger that you may harm yourself or other people, or there is a real risk of harm to children or vulnerable adults. In these situations, it is not necessary to obtain your consent before discussing your details with these organisations.

Updated 18 May 2018
Personal information consent

Please tick the boxes you agree with.

- I agree that Refugee Action can securely store and process my personal data (including sensitive personal data) in order to contact me and to help me; and that Refugee Action can securely store my personal data for 6 years after my case is closed (or more than 7 years if European Union audit rules apply to the project) in case I need to access it again in the future.

- I agree that Refugee Action can use anonymous information about me for policy work and reports to funders.

- I agree that information about me and my family can be shown to: people and funders evaluating or auditing our services; and quality auditors purely for the purpose of the audit, including Advice Quality Standard* and OISC (Office of the Immigration Services Commissioner)*. In all cases, these organisations will sign a confidentiality agreement.

- I agree to Refugee Action contacting me to let me know of other services that may be of use to me/ my family, or to contacting me by email.

Signed _________________________________
Date _________________

Where the client has not signed the form, but confidentiality has been fully discussed with the client and the client has given verbal consent to our confidentiality policy then the Refugee Action staff member should complete and sign the statement below and date it. A copy of the completed Confidentiality Consent Form should be sent to the client for signature and return.

I _________________________________ confirm that I have discussed Refugee Action’s Confidentiality Policy with _______________________________ (‘the Client’)and that the Client has verbally agreed that Refugee Action may give and receive personal details, documents or other information about the Client and the Client’s family to or from the people and organisations listed above (unless deleted) in accordance with that Policy. I have sent a copy of this form to the Client for signature and return.

Signed _________________________________
Date __________________________

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