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| **General Data Protection Regulation  Consent Form to be completed after reading the privacy statement** | | | | | | | | |
| 1. What is consent? | | | | | | | | |
| Consent means that you give us permission to record and use the information you give us  **Why do I need to consent?**  We need your consent to comply with the General Data Protection Regulation. Nottingham Women’s Centre sets a high standard for consent. This is to build trust and offer you genuine choice and control over how we use your information (sometimes called data).  You do **not need** to consent, but it may affect some of the services that we are able to offer you. For example, if you would like to attend a course or activity we need to pass your name on to the course provider/tutor. We have in-house tutors as well as outside organisations such as the WEA who provide a range of courses here and rely on this information. If you do not provide this information, you will not be able to attend. We will take the minimum amount of information from you (basic details). In this case it would be your name, address and contact telephone number. | | | | | | | | |
| 1. Privacy | | | | | | | | |
| The legal reasons we have for processing your data: | | | | | | | | |
| 1. To make a decision regarding eligibility for different projects 2. To provide support and guidance to women 3. To allow analysis of anonymous data for operational and evaluation purposes 4. To keep you informed | | | | | | | | |
| Sharing your data | | | | | | | | |
| We will not share any of your personal information with funders or any other organisations without your written or verbal permission.  Where you have given us your permission, you may withdraw it at any time.  Everything you tell us will be treated in confidence **unless**   * The information indicates a serious risk to yourself or another person * A serious threat is made to a third party or it is noted that a child may be at risk * Disclosure is required by law or is necessary in the public interest   **You are able to review this consent at any time, see Consent Review overleaf** | | | | | | | | |
| Storage, retention and deletion | | | | | | | | |
| Your details are stored electronically on our database and on paper which is stored in locked filing cabinets  Your details will be deleted from our database and files:   1. If you have not engaged with us for 2 years   *For counselling purposes records will be held for 6 years*  *Please note that some funders require us to keep information for up to 10 years*  If you withdraw consent. You can do this in any of the following ways:   1. letter to The Data Controller, Nottingham Women’s Centre, 30 Chaucer Street, Nottingham, NG1 5LP 2. email datacontroller@nottinghamwomenscentre.com (The Data Controller) 3. in person at reception, between 9am and 5pm, Monday to Friday | | | | | | | | |
| 1. Preferences | | | | | | | | |
| We sometimes need more than just your basic details to refer you to other agencies. For example, if you would like support with your finances we would need information about your income and outgoings. If there is a particular agency that you do not want us to refer you to please identify it/them here: | | | | | | | | |
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| I agree to be contacted by Nottingham Women’s Centre by: | | | | | | | | |
| * Telephone (enter tel no) | | | |  | | | |  |
| * Email (enter email address) | | | |  | | | |  |
| * Text/SMS (enter mobile no) | | | |  | | | |  |
| * Letter (enter address) | | | |  | | | |  |
| * Message on home phone (enter tel no) | | | | |  | | |  |
| * Message on mobile phone (enter mobile no) | | | | |  | | |  |
| * Do you agree to have your photograph taken for publicity purposes? | | | | | | | | |
| * I am aware that I can review my consent at any time | | | | | | | | |
| Privacy Statement | | | | | | | | |
| * I have read and understood the Privacy Statement   (there is a copy of the Privacy Statement on the wall of each room at the Centre) | | | | | | | | |
| Name (please print) | | |  | | | | | |
| Signature | | |  | | | | | |
| Date | | |  | | | | | |
| 1. Monitoring Information (optional) | | | | | | | | |
| This information can be useful when we are applying for funding for new projects, it shows funders the geographical areas that we are reaching women from, their age groups and backgrounds. | | | | | | | | |
| Date of birth | |  | | | | Postcode |  | |
| Ethnicity (please state your ethnic background) | | | | | | | | |
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