



Personal information consent forms

In order to provide a professional and effective service we need to keep a record of personal information. This is information such as your name and contact details, the person to contact in case of emergency and details of your volunteering with us. All personal information is treated as private and confidential by all staff and volunteers. It is recorded on a database and/or in a paper file.

You have the right to see any information that we hold about you, and to have your details removed.

We may compile statistical information for monitoring purposes but this will never include references to a particular individual.

There may be times when a member of staff/volunteer might need to discuss some of your personal details with other agencies.

We will only do this when it is necessary and will help you.

In order to do this, we need your permission.

Consent:

I have read and understood the information above, and I give my written consent for _____ to hold personal information about me, and for staff/volunteers to share information with other agencies where it is necessary.

Name:

Signature:

Date: