Permission to share your data with other advice and support providers

Everything you tell us is treated confidentially; however, we may suggest that you go to another organisation for advice because they will be more able to help you with all or part of your problem.

If we are able to refer you to them and help to arrange an appointment, we would ideally also give them some of the information you have given us, so that they understand your problem and you don’t have to repeat yourself.

If you give consent below, you are agreeing that we can:

* refer you to other advice providers;
* make appointments with other advice providers;
* share your personal information with other advice providers so that they have initial information about you and your possible problems; and
* receive feedback from them about whether you attended your appointment.

|  |  |
| --- | --- |
| **Your name:** |  |
| **Address:** |  |
|  |  | **Postcode:** |  |

If you agree that we can refer you to another organisation this may be by letter, telephone, fax, email or using the organisation’s referral form. We cannot guarantee that these are completely secure methods of communication.

Sharing special category data

We need your explicit consent to share the special category data below.

Please tick the categories of data which you agree to us sharing as part of the referral:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ethnicity ☐ | Health condition ☐ | Religion ☐ | Trade Union membership ☐  | Sexual orientation ☐  |

I give my consent to the sharing of my personal information with the following advice and support providers:

|  |
| --- |
|  |
|  |

|  |  |
| --- | --- |
| **Signature:**  |  |
| **Date:** |  |

Citizens Advice Watford has a complaints handling procedure, full details of which are available on request.