|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Contact Number |  |
| Email Address |  |
| Relation to young person (Please specify) | Parent or Guardian …………………………………………………  Carer  Sibling …………………………………………………..  Other Family Member ………………………………………………….  Support Worker/Practitioner …………………………………………………  Young Person …………………………………………………  Other ………………………………………………… |
| Young person age |  |
| Young person identifying gender |  |
| Young person mental health challenges |  |
| How did you hear about the Together Workshops? |  |
| Do you have any specific needs we should be aware of? E.g. language, accessibility, disability etc. |  |

|  |  |  |
| --- | --- | --- |
| Referring organisation |  | Referral date |
| Referrer name |  | |
| Contact details | Phone ……………………………………………………………………………………………………..  Email ……………………………………………………………………………………………………… | |

Please send all referrals to: [charlotte.simpson@wlcrisiscentre.org.uk](mailto:charlotte.simpson@wlcrisiscentre.org.uk)

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| Privacy notice | Accessing the Together Workshops means that Birchwood will need to collect and process certain information about you. Whether this is administrative data such as your contact details, or case information such as your wellbeing questionnaire score, Birchwood will collect only the information we need to provide you with a safe and effective service. We take your privacy seriously and will store and process your data in accordance with the Data Protection Act 2018.  Birchwood need to collect the information on your referral, wellbeing measure and survey monitoring forms. This information is used to monitor the performance and impact of the Together Workshops, to ensure we can safeguard individuals when necessary and to fulfil our contractual obligations to our funders. This is only done with your consent or where this is a legitimate interest, such as referring you to other services.  You may also be asked for some special category data referring to yourself or your young person (such as age, gender identity, ethnic background etc.) to fulfil the same purposes as above. This information is processed under conditions A (consent) and H (social care) of the General Data Protection Regulation (GDPR) article 9.  Any information you provide will only be kept if necessary, to fulfil the above purposes, typically for a maximum of seven (7) years, or up to twelve (12) years if you have special educational needs. The data you provide will not be used for in any automated decision-making, will not be sold to any third-party and will not be transmitted outside of the European Economic Area.  You have the right to withdraw consent for us to use this information, however this may mean that we can no longer offer the Together Workshops to you, as we would no longer have access to information that informs suitability for the workshops. You also have the right to view or correct the information we hold about you. |
| Contact consent | Following initial contact, we may wish to contact you again to inform you of any further support you could access in relation to the Together Workshops. This includes peer support that you may wish to access. Please state which of the methods of contact you prefer:  Telephone Voicemail  Text  Post  Email  None |