**Referral for Third Sector Support through the Flintshire Single Point of Access (SPOA)**

**Details of the person being referred**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Date of birth** |  |
| **Address** |  |
| **Telephone No.** |  | **Mobile No.** |  |
| **Email** |  |

**Contact Details if different to the person being referred**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Relationship to person being referred** |  |
| **Telephone No.** |  | **Mobile No.** |  |
| **Email** |  |

**Referrals must only be made with consent of the individual being referred. Please confirm that the individual being referred…**

Is aware of the referral [ ]  Consents to the referral being made [ ]

Consents to their data being held by SPOA Third Sector Support [ ]

**Referrer Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Job Title** |  |
| **Organisation** |  |
| **Telephone No.** |  |
| **Email** |  | **Mobile No.** |  |

**Would you like any feedback on this referral? Yes** [ ]  **No** [ ]

For more information on FLVC’s Privacy Statement (see below)

**Identified Needs**

From the list below, please tick all those you have permission from the person being referred to share:

|  |  |
| --- | --- |
| Social Isolation  |[ ]  Physical Illness/Disability |[ ]
| Anxiety/Stress/Depression/Low Mood |[ ]  Housing Issues |[ ]
| Money/Debt/Benefits |[ ]  Healthy Eating |[ ]
| Increase Exercise |[ ]  Smoking, Drugs and other addictive behaviour |[ ]

**Things we need to know**

|  |  |
| --- | --- |
| **Are there any communication or mobility needs?**  |  |
| **Preferred language for communication** |  |
| **Is the person a carer?** | **Yes** [ ]  | **No** [ ]  | **Does the person have a carer?** | **Yes** [ ]  | **No** [ ]  |
| **Are there any lone working considerations?** |  |

**Additional Information**

Please use the box below to tell us anything else you feel we need to know about this referral (with person being referred’s permission).

|  |
| --- |
|  |

**Completed referral forms should be emailed to** **SSDUTY@flintshire.gov.uk**

If you would like to discuss this referral in more detail, please contact

the Third Sector Co-Ordinator on 03000 858858

**Privacy Statement**

Flintshire Local Voluntary Council (FLVC) collects the details, including any personal data (this means any information that identifies you or could identify you) for administration purposes of the project.

Part or all of the information you provide us with will be held on computer. This information will be used for the purpose of administering the SPOA scheme to contact the person referred and to identify further support available from other Third Sector organisations for them and for producing statistics.

Otherwise than specified in this statement we will not disclose your personal information or the referred to any third parties without explicit consent. We do not sell or transfer your personal information for advertising or other commercial reasons.

The information will be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures. Your personal data will be disposed of in a secure and timely manner in accordance with our retention policy and applicable legal rules.

Please contact us (by phoning 01352 744000 or emailing info@flvc.org.uk) if you have any questions about our privacy policy or information we hold about you. If you feel that your personal data has been mishandled at any time you can make a complaint to the information commissioner’s office by vising their website or calling their helpline on 0303 123 1113.

 For further details please go to: <https://www.flvc.org.uk/en/legal/privacy-policy/>

Corlan, Mold Business Park, Wrexham Road, MOLD, Flintshire, CH7 1XP

Corlan, Parc Busnes yr Wyddgrug, Ffordd Wrecsam, YR WYDDGRUG, Sir y Fflint, CH7 1XP

01352 744000 <https://www.flvc.org.uk/>

Cwmni Cyfyngedig drwy Warant/Company Limited by Guarantee: 3301204 – Rhif Gofrestredig/Charity Number: 1062644