**Referral Consent Form Name: ………………… Date: \_\_/\_\_/\_\_\_\_**

OPAL is committed to always maintaining your confidentiality. We comply with the Data Protection Act (2018) and the General Data Protection Regulation (GDPR). To support you, OPAL needs to store, share and protect your data in many ways. To do this, we require your consent. Please read the following sections carefully and let us know that you understand and agree by ticking the box in each section, and signing your name and date at the end of this form.

**Referral**

I give consent to OPAL to hold all my personal information that is provided to them now and in the future for OPAL to provide me with support, assistance, and to be a community member. OPAL will secure all my personal and sensitive data. I understand that OPAL will need to process my data to provide me with support and assistance.

Yes ☐ No ☐

**Sharing information about me with my referrer**

OPAL may need to speak to and share information about me with my referrer to let them know whether my referral was successful or to ask for further details. OPAL will also work to communicate with me about the details required. I give consent to OPAL to share information about me in this manner with the person who refers me to the charity.

Yes ☐ No ☐

**Using my information/Photos/Videos to help OPAL raise funds and improve its services**

OPAL shares anonymised details of their work with people and organisations, for example funders, so that they may choose to support the charity. We refer to these anonymised data as research information. So, for instance, OPAL will tell potential funders how our services support our members, how many people they help, how many attend initial assessments, and how many people join the community groups. I give consent to OPAL to share my anonymised details as research information with other people and organisations in this manner.

Yes ☐ No ☐

**Using my contact details to get in touch with me and invite me to an appointment**

I give consent to OPAL’s staff to contact me where necessary, for example to invite me to an initial assessment. I understand that OPAL staff will save my contact details for these purposes.

Yes ☐ No ☐

**Storing and sharing my personal information**

a) My personal information will be recorded and stored securely in paper and/or electronic files as necessary. Paper files are secured in locked filing units, and electronic files are saved in our encrypted and secure database.

b) My personal information will be shared securely, with the above-mentioned people and organisations, through an encrypted email server. If OPAL ever thinks that it has somehow compromised my personal information, OPAL undertakes to notify me straight away.

c) I understand that OPAL will not release my personal electronic data unless required by law, or where there is a clear overriding public or vital interest in disclosure. However, where possible, I will be told if any disclosure is to take place.

I understand and consent to storing and sharing my personal information in this manner.

Yes ☐ No ☐

**Duty of care and confidentiality**

OPAL has a duty of care to its members. There may be exceptional circumstances in which significant concern that a member has lied to us to boost their asylum claim, although evidence that the claim may be fraudulent subsequently emerges, or a member ceases to attend our meetings after winning refugee status, and evidence show that s/he lied to us to boost his/her asylum claim. In such circumstances, sharing of information with the Home Office, other government departments or professionals, may be necessary. Wherever possible, OPAL will explain such action to such the member before taking any action. I permit OPAL to share my personal information in such exceptional circumstances.

Member. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that, if you do not wish to grant OPAL consent to hold any of your personal data for the purposes mentioned above, you are not obliged to sign this consent form. However, if you do not wish to grant us consent to process your data for the purposes of membership, referral and third-party communications, you may not be able to access the services we offer, and we may not be able to admit you as a member.

You may of course withdraw consent at any point and for any reason. To do this, you may email us at [info@africanlgbti.org](mailto:info@africanlgbti.org); we shall then ask you to sign a form withdrawing consent. We may also ask if you would like to share your reasons for withdrawing consent from us. We shall dispose of all your personal data securely, and follow your request, withdrawing our support.