Norfolk and Waveney Mind is a forward-thinking, community-based organisation which encourages and supports mental wellbeing.

Before starting this form, please confirm our eligibility criteria that the patient:

[ ] Is unemployed

[ ] Is aged 18+

[ ] Has a Severe Mental Illness

[ ]  Has the right to work in the UK

**Service Information**

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| **Patient Details** |
| To include: Name, address, date of birth, phone number, email address, gender and ethnicity |
|  |
| Please indicate patient’s preferred method/s of contact: [ ]  Text [ ]  Telephone [ ]  Letter [ ]  Email |
| Does the patient have additional communication needs? |

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| **Referrer & Patient’s GP & Surgery Details** |
| To include: Referrer’s name, job title and email address/phone number, name of patient’s GP, surgery address. |
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| **Please provide relevant risk information (if known) and any mental health diagnoses**  |
|  |

**Please note:**

**Incomplete referrals will be returned as we require all information before accepting the referral.**

|  |  |  |
| --- | --- | --- |
| Please sign and date |  | Date:  |
|  | Referred person |  |
|  |  | Date:  |
|  | Referrer |  |

Please also sign the below data protection form and return to: Employment@norfolkandwaveneymind.org.uk

**Data Protection: Referral Consent Form**

**Permission to store and process your data:**

To help with your referral and any support you receive from Norfolk and Waveney Mind we will need to record your details. These will include personal and sensitive data. (Personal data is information that can be used to identify you, for example: your name, DOB, address etc. Sensitive data is information related, for example, to health, racial or ethnic origin)

To comply with The Data Protection Act 2018, we as data controllers must ask your permission to store and process your personal and sensitive data. Your data will be stored on a cloud based electronic database accessed by employees (data processors) of Norfolk and Waveney Mind. Paper copies of your data may also be stored securely and accessed by authorised employees of Norfolk and Waveney Mind. Your data will continue to be stored for 6 years from the date you leave our service and will then be deleted at the end of this period.

If we need to share your information we will only do this if there is a **clear and legitimate purpose for sharing and we have your consent** or **there is a lawful reason to share your information.**

I give my consent for Norfolk and Waveney Mind to record and process personal data about myself.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  | **Date** |  |

I give my consent for Norfolk and Waveney Mind to record and process sensitive data about myself.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  | **Date** |  |