

OFFICE USE ONLY

Date added to register _____ Emergency Card No _____ Eclipse No _____
Date card sent _____ Date received _____ Date info pack sent _____

Carers Registration form (Please complete and sign overleaf)



Please complete all sections clearly for you and the person you care for and where appropriate, in CAPITAL letters.
Please see the 'Privacy Notice' on pages 3 & 4 before returning the form.

CARER DETAILS

Title: Mr Mrs Miss Ms

First Name(s) _____ Last Name _____

Address _____

Post Code _____

Home Phone _____ Mobile Phone _____

Email Address _____ Date of Birth _____

What is your relationship to the person you care for? _____

Employed: Full Time Part Time Not Employed Retired

Name of GP Surgery _____

CARED FOR DETAILS

Title: Mr Mrs Miss Ms

First Name(s) _____ Last Name _____

Address if not same as carer _____

Post Code _____

Date of Birth _____

Please tell us more about the disability of the person you care for

Visual impairment Learning disability Hearing impairment
Mental Illness Physical Disability Other

Type of Physical disability: _____

Type of Mental Illness: _____

Other (please describe): _____

Please tell us about the type of care are you providing

Emotional Support Personal care (washing, dressing, toileting etc) Financial Support

How many hours per week are you caring? 0-5hrs 15-35hrs 35hrs+

Are there any young people, 5-19 years who are involved in or affected by caring? Yes No

ECC have a Young Carers team. Would your young people like a referral to that team? Yes No

Carers Assessments – if your cared for is over 18 years old

Have you had a Carers Assessment before (cared for 18+)? Yes No

If yes, please tell us the date of your Assessment: _____

If not, would you like a Carers Assessment (cared for 18+)? Yes No

If no, please tell us why you would not like an assessment _____

ABOUT YOU

The following information helps us monitor which groups in our community are using our services. This information will be treated in the strictest confidence and not be used for any other purpose.

WHITE	MIXED	BLACK AND BLACK BRITISH
British <input type="checkbox"/>	White & Asian <input type="checkbox"/>	African <input type="checkbox"/>
English <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Caribbean <input type="checkbox"/>
Greek <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	Ghanaian <input type="checkbox"/>
Greek Cypriot <input type="checkbox"/>	White & Chinese <input type="checkbox"/>	Nigerian <input type="checkbox"/>
Gypsy/Romany <input type="checkbox"/>		Somali <input type="checkbox"/>
Irish <input type="checkbox"/>		
Italian <input type="checkbox"/>		
Kurdish <input type="checkbox"/>		
Polish <input type="checkbox"/>	Asian or Asian British:	
Russian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	
Scottish <input type="checkbox"/>	Chinese <input type="checkbox"/>	
Traveller <input type="checkbox"/>	Indian <input type="checkbox"/>	
Turkish <input type="checkbox"/>	Pakistani <input type="checkbox"/>	
Turkish Cypriot <input type="checkbox"/>		
Former USSR Republics <input type="checkbox"/>		
If other Ethnic Group, please specify _____ I do not wish to state my Ethnic origin <input type="checkbox"/>		

Do you have any physical or mental impairment that has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities? Yes No Prefer not to say

If 'Yes' please state the nature of your long-term illness, disability or condition: _____

What is your Faith/Religion? _____

Where/how did you hear about Enfield Carers Centre? _____

Data Agreement

I have been provided with a privacy notice that explains, in detail how my data will be stored and used by Enfield Carers Centre and what my rights are in relation to my data. After reading this privacy notice, or having the notice summarised and read to me in a language or via a communication method that is understandable to me, I consent to my data being used as described. I also give consent that ECC can contact me via:

Phone Text email Post

Signature: _____ **Date** _____

Consented over the phone after hearing Summary of Privacy Notice from (staff) _____

Please return your completed form to:
FREEPOST RSZX-KTHS-CYKX
Enfield Carers Centre, Britannia House, 137-143 Baker Street, Enfield, EN1 3JL
or info@enfieldcarers.org

How Enfield Carers Centre (ECC) stores, Processes and uses my information (Data)

PRIVACY NOTICE SUMMARY

I understand that ECC will be compliant with data protection laws, and policies, and will not pass my information to any 3rd party, with the exception of Enfield Council, unless I directly consent for this to happen or if they believe someone may be placed at risk if they fail to do this; I would be notified if this was the case. ECC will also use the information I provide to contact me about events or groups that they believe may be beneficial for me and my caring situation; as well as periodically sending me a newsletter detailing upcoming groups, events and training being provided by ECC, or other partnership organisation.

I have the right to access, request corrections are made and for the removal of any information held by ECC about me. I can do this at any time by making a written or verbal request to the Centre. ECC must action this request unless any of my information cannot be altered or has to be stored for a set period defined by law; this is not applicable in most cases. Registering with ECC is not conditional on agreeing with this privacy notice but some services that are offered to carers may be limited depending on how I restrict my data to be processed and stored by ECC.

I understand that Enfield Carers Centre (ECC) will store the information I provide in a confidential file, held electronically within their password protected database, which is accessible by their staff and only when this is required. Any interactions I have with the centre will be noted on this file so that staff can provide relevant support and advice without me having to repeatedly explain my situation.

My information will be used by ECC to monitor and evaluate their work, for example when they provide reports to their funders about the number of carers who access specific services; my information will be anonymised when used for this reason. If the support I request requires contact, or a referral, being made to another organisation, and I consent to this, then any relevant information required to action my requests will be shared with that organisation.

I understand that when ECC holds events it searches its database to promote to the most relevant carers; for example, if ECC were holding a Mental Health Awareness Event it would search for carers of people who have a mental health diagnosis. This would produce a report comprised of limited information about those carers, such as their name and phone number, and these reports will be accessed by ECC volunteers who call carers to promote these events; if I ask not to be called, or for a specific number to be called, this will be respected and a note put on my file accordingly.

THIS SECTION IS TO BE KEPT BY THE CARER

I understand that if I undertake counselling at ECC this information is kept confidentially and cannot be accessed by ECC staff or volunteers. This data can only be accessed by my counsellor, the Counselling Coordinator or, in exceptional circumstances, senior management; for example, if there are safeguarding/legal implications or I ask to have access to my data.

I understand that ECC will keep the majority of my information electronically on their database but should there be any documents, in their possession, that are kept physically these will be held in a lockable cabinet, accessible to staff and only when this is required.

I understand that if I attend ECC events photographs may be taken and then shared for promotional and fundraising reasons. However, at each event I will be given the opportunity to refuse my photo being taken, and can request any photo taken of me be removed/not used should I change my mind, anytime, after consenting. Although in these cases I understand that ECC can only delete their own copies of photos and any already used for publicity and fundraising reasons may continue to be circulated and this would be outside of ECC's control. If no objections are made ECC will hold photos for the period of 7 years and then these will be deleted.

I understand that my information will also be provided to Enfield Council, who are also compliant with all data protection laws; my information will be directly input into their encrypted database. Enfield Council require this information to estimate the number of carers in Enfield, as well as the nature and levels of care being provided by them.

The council send out a yearly satisfaction survey to a sample number of carers, on this database, to try and gain a better understanding of the challenges faced by carers and the support they require.

I understand when Carers provide information within a Carers Emergency Card Application or Carers Assessment this information is also shared, in entirety, with Enfield Council as ECC complete these on Enfield Council's behalf and the council provide the funding and/or resources to operate these services.

My rights

I understand that I have a right to make a Data Subject Access request to see the information ECC holds about me and to ask for any inaccuracies to be amended. I can also ask to be "forgotten" and withdraw consent for my information to be stored or processed by ECC at any time. ECC would then securely remove any files held either physically or electronically relating to me; I understand that in rare cases this might not be possible. For example, if any of my records contain information that relates to safeguarding, direct debit mandates or have any legal or tax implications; as ECC may be legally required to hold these, usually for 7 years but possibly longer, in accordance with specific legal requirements. I would be made fully aware if any my information should fall under these categories; it is not usual for this to be the case. I can achieve any of the above by contacting Enfield Carers Centre with my requests, via:

Address - FREEPOST RSZX-KTHS-CYKX Enfield Carers Centre, Britannia House, 137-143 Baker Street, Enfield, EN1 3JL

Telephone – 020 8366 3677

Email – Info@enfieldcarers.org