

# The Gatehouse Casework Registration and Consent Form June 2023

The Gatehouse use of data is in accordance with the United Kingdom General Data Protection Regulations 2018 (UK-GDPR). The Gatehouse takes a person's privacy seriously and will only use personal information for operational and lawful purposes. The lawful bases under which they are held are primarily either legitimate interests (i.e. they are necessary to be able to carry out our operations), or legal obligation. In some cases, they are held for a specific purpose (e.g. publicity) based on having obtained prior consent.

The Gatehouse will not sell your personal information on to any third party and the only time that personal information will be shared outside of the organisation (without consent) is when a person is deemed to be a risk to themselves/others, a child protection or safeguarding vulnerable adults concern is raised or when we are obliged to by law. Any such data held by us will be secured on encrypted hardware and software, in a locked office and cabinets (when not in use and/or data is kept in physical form) or on a secure cloud-based system/s within the UK. For more information please refer to <https://oxfordgatehouse.org/volunteer/policies-and-guidance/>.

All Gatehouse Guests have:

## **2) The right to correct and update the personal data we hold on you:**

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

## **3) The right to have your personal data erased**

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request, we will confirm whether the personal data can or cannot be deleted (for example because we need it for to comply with a legal obligation). Where immediately allowable deletion will occur within one month of receiving a request, or where data is required for a longer period deletion will subsequently occur within one month of reaching the point where it is no longer required.

## **4) The right to object to processing of your personal data or to restrict it to certain purposes only:**

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

## **5) The right to data portability**

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

## **6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.**

You can withdraw your consent easily by telephone, email, or by post.

Enquiries of this type will be answered within 30 working days and there will be no charge for an initial enquiry. The Gatehouse reserves the right to refuse or charge a 'reasonable fee' for requests that are manifestly unfounded, excessive or repetitive. If you would like to request any of the above, the contact details are:

**Katrina Horne (Gatehouse CEO) on [katrina@oxfordgatehouse.org](mailto:katrina@oxfordgatehouse.org)**

**Tel: 07773 333728**

**The Gatehouse, 10 Woodstock Road, Oxford OX2 6HT.**

Your data will only be shared externally for the below reasons:

- ❖ For tracking purposes if there is a confirmed COVID-19 diagnosis at the Gatehouse.
- ❖ If the Gatehouse is concerned about a risk to self/others, a safeguarding vulnerable adults or child protection issue.
- ❖ If the Gatehouse is legally bound to supply this information.
- ❖ If you are uncontactable and it is deemed necessary to issue a welfare check.
- ❖ With your consent (below) to contact external agencies who could work alongside you and the caseworker.

I consent to being contacted by the Gatehouse with the below information to be held in a secure manner in line with the above information sharing procedures:

Please sign and tick the box if consent is given for all of the above:

Signature.....

Please complete the below in full:

Name:	Phone:
Date of birth:	Address (if applicable):
Next of kin name, relationship and contact details:	Date:

If you would like a printed copy of the Gatehouse UK GDPR 2023 policy, please ask one of the staff to supply this.