

Taking part in surveys and consultations

We always like to get the views and thoughts of young people. Occasionally we are asked to send names and contact details of young people we work with to the Department for Children, Schools and Families (DCSF) so they can carry out surveys.

The DCSF is the part of the Government that provides money for schools and colleges, and also for us.

Can we give your name to people carrying out surveys or consultations? Yes No

We will file this part of the form to keep your details safe.

Equal opportunities

It is important that we treat everyone fairly, whatever their ethnic background. To check that we do this we need to know how you would describe yourself.

Please tick the relevant box.

Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Other Asian background

Black or black British

- African
- Caribbean
- Other black background

Chinese or other ethnic group

- Chinese
- Kurdish
- Turkish
- Other

Mixed

- White and black African
- White and Asian
- White and black Caribbean
- Other mixed background

White

- British
- Irish
- Other white background

Let's talk about our confidentiality agreement

Keeping information about you safe and secure



To talk to a Personal Adviser in confidence, visit your local Connexions Centre or contact Connexions Direct.

Connexions Isle of Wight,
29 High Street, Newport, Isle of Wight

Telephone: 01983 525927 within office hours

Website: www.connexions-isleofwight.org

connexions direct

Opening Hours: Connexions Direct is available 8am to 2am seven days a week.

Text: 07766 4 13 2 19

Phone: 080 800 13 2 19

Website: www.connexions-direct.com



Your information

Things you should know about our confidentiality agreement

Q How do I know that the information I provide will be kept safe?

A The information you give to us in confidence is protected by the Data Protection Act 1998.

We will share your information with other organisations if you agree and it is in your best interests. For example, we may share your information with:

- an employer; or
- a school, college or training provider.

Q Will you ever share information about me without my permission?

A Your discussions with us are confidential, **but** in certain cases we might need to give information to someone else without asking you first.

We will only do this in certain circumstances. For example, if you tell your Personal Adviser:

- that you are being harmed or abused in any way;
- there is a threat to your life or safety or someone else's; or
- you know someone has broken the law.



Just so you know

- You can ask to see the information stored about you at any time.
- If you would like a copy of your details, please contact your Personal Adviser. The law says that we must give you a copy of your records promptly or no later than 40 calendar days after your written request.
- You can tell us if you think any information about you is wrong - we will change it or annotate it to reflect your views.
- You can change your mind at any time about who we can share information with.
- We will keep information about you while you have a right to our support.
- You have the right to withdraw your consent at any time but this may limit the service we give you.

Confidentiality agreement

Please print clearly.

Name: _____

Contact address: _____

E-mail: _____

Contact number (mobile or home number): _____

Date of birth: _____

We already hold your basic details (name, address, date of birth and school) on our database.

◆ Can we put information about what we have discussed onto the Connexions database? Yes No

◆ If 'Yes', can we share information with an employer, school, college or training provider? Yes No

◆ Can we record your ethnic background on the Connexions database? (see the list on the back page) Yes No

◆ Is there anyone you do not want us to share information with? Please name them here.

My Personal Adviser has explained the contents of the **confidentiality agreement** to me and I have answered the question on the back of this page.

Your signature: _____

Your Personal Adviser: _____
(Please print name)

Date: _____