

APPLICATION FORM FOR GROUP MEMBERSHIP 2016

Membership Fee £50.00

The benefits of group affiliation include:

- *information from the centre, including the One In Five Newsletter*
- *opportunities to publicise information at the Centre and to other affiliated groups*
- *use of centre facilities at reduced rates, including meeting rooms*
- *access to advice and information*

If you would like more information, please contact the centre Administrator at the Centre.

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We wish to apply for Group Affiliation:

Name of Group

Number of members in the group:

Address (of group):

..... Post Code:

Contact Person:

Address of contact person:

.....

.....

..... Tel No:

<u>For Office Use Only:</u>	
Amount Received £.....	
Date Rec'd.....	
Membership No:	
Receipt No:.....	
Initials (Staff).....	

Client Information Consent Guidance (Data Protection Act 1998)

What sort of information is recorded about me?

General information

We keep some general information about you such as your name, date of birth, address etc.

Personal and Sensitive information

There is some information given to us by you, or someone else you have given us permission to ask, which is more sensitive and personal to you. Information of this kind includes health and support needs, previous convictions, ethnicity, sexuality and we need your permission to keep it and use it.

Who uses the information and what is it used for?

This information is only used by staff at SPC and its relevant partner agencies. No one else has access to your information. This information about you is kept securely in a password computer system and in lockable filing cabinets. From time to time statistical information about our performance may be used for funders and other stakeholders. In these circumstances your individual details will not be identifiable to these organisations. We use this information to help you and provide quality support services. Broadway has registered these purposes with the Information Commission under the Data Protection Act 1998.

Can I see this information and can I correct it if it is wrong?

Yes you can. Write in to SPC, 305-307 Camberwell Road, London SE5 0HQ. You may come in to the office to look at your file if you give us some warning (48 hours) and you may have a copy at the current cost of photocopying. You will not be shown information relating to other people even if it is on your file.

Data Protection – Client Consent

SPC needs to record and keep some information about you on file and computer which is personal and sensitive. As well as your name, date of birth, address etc we will record information such as ethnicity, support needs or health issues.

I have read the client information consent guidance and I agree that SPC may record and use information of a personal and sensitive nature about me, for the reasons that have been explained in this guidance under the Data Protection Act 1988. I understand that I have the right to see and correct that information.

Name:

Signature:

Date: