



Organisational Database - Consent Form

Under Data Protection legislation, South East Fermanagh Foundation (the Data Controller) has a legal duty to protect any information it collects about you.

The information you provide on this 'Organisational Database - Consent Form' will be used to register you on the Organisational Database. The Centre will then use this database as part of our service development process

- Seeking to communicate with you as Member/Volunteer/ Partner /Colleague with SEFF to inform you of organisational events/services and developments.
- To obtain your permission if we are going to share data with any organisation in line with the overall support that we give i.e. advocacy, welfare, financial, psychological support and signposting to other support agencies or statutory bodies.
- Any information provided by you will not be disclosed to any other third party, unless law or regulation compels such a disclosure.
- To store it securely for organisation purposes only.

The Database will be retained until it is superseded (as per the Centre Document Retention and Destruction Policy), however Management will review the membership of the Database annually.

All members have the right of access to any personal information or supplementary information held to confirm that it is correct within one month of their requesting the information.

Please note, you can request that your details are removed from the Database at any time by contacting the SEFF office via telephone: 028 677 23884 or via email: info@seff.org.uk

Individual's Name: _____

Organisation (if applicable): _____

Address:

Email Address: _____

Tel Number(s) (Landline) _____
(Mobile) _____

Consent to Process Your Data:

(Please tick as appropriate)

1. I consent to receiving correspondence from SEFF
2. I prefer to be contacted via: Email Traditional post Telephone
3. I consent to receiving SEFF text messages providing organisational updates
4. I consent to my 'personal data' being held as per the Membership form ie emergency contact, reasoning for being a victim/survivor, dietary/health and access needs
5. I consent to my 'sensitive data' being held on file (for example medical reports, financial data, Individual Needs consultation documentation, HET reports/other criminal justice related correspondence)
6. I consent to allowing my photograph to be taken for internal SEFF publications and also for use on SEFF's social networks ie Facebook pages
7. I consent to allowing my photograph to be included for external publication ie the Media, partner groups and/or by other stakeholders