

INFORMATION FORM

Welcome to CWRC. This form is to ensure we have up-to-date information about women who use our services. At the end of this form is a Privacy Notice which explains how and why we use your data. All information is stored securely and confidentially.

Date Completed:

PERSONAL/ CONTACT INFORMATION

Full Name:

Preferred Name:

Pronouns:

Date of birth:

National Insurance No:

Do you need support with English?

Yes ☐ No ☐

Do you need help reading and writing?

Yes ☐ No ☐

Can we contact you? Yes ☐ No ☐

How should we contact you?

Phone ☐ E-mail ☐ Text/Whatsapp ☐ Any ☐ Do Not Contact ☐

Mobile Number:

Other phone number:

E-mail:

Do you have internet access at home? Yes ☐ No ☐

Address:

Postcode:

Emergency Contact

Emergency contact name:

Relationship to you?

Phone number:

About you

What is your housing situation?

Private Sector Renting ☐ Homeowner ☐ Approved Premises ☐

Living with Friends/ Family ☐ Homeless/ friend's floors ☐

Social/Council Housing <input type="checkbox"/> Supported housing/ hostel <input type="checkbox"/> Temporary Accommodation <input type="checkbox"/>	
Jimmy's/ Winter provision <input type="checkbox"/> Rough sleeping <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say <input type="checkbox"/>	
What is your employment status?	
Full time employment <input type="checkbox"/> Part time employment <input type="checkbox"/> Unemployed <input type="checkbox"/>	
Retired <input type="checkbox"/> Self-employed <input type="checkbox"/> Student <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Unable to work <input type="checkbox"/>	
Are you a carer? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you pregnant? Yes <input type="checkbox"/> No <input type="checkbox"/> Due Date:
Do you have children under 18?	
Yes – in my care <input type="checkbox"/> Yes – live with family or other parent <input type="checkbox"/> Yes – in local authority care <input type="checkbox"/>	
No children <input type="checkbox"/> Bereaved <input type="checkbox"/> Prefer not to say <input type="checkbox"/>	
Do you have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>	Disability further info:
Do you consider yourself to be neurodivergent (ADHD, Autism Spectrum) Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>	Neurodivergence further info:
<p>Please use the space below to let us know anything that could help us to support you, this could be health issues, difficult experiences or anything else.</p> <ul style="list-style-type: none"> • Please note that you are not required to tell us anything you don't want to. We ask for this information so we can provide the best support to you • If you have already discussed any issues our team, you do not need to write these down again 	

Please see the Privacy Notice on the next page for details of how and why your personal information is used.

**Cambridge Women's Resource Centre
Privacy Notice v1****Why is my information recorded?**

CWRC provides personal support. We record your information to support and safeguard you. The main Lawful Basis for processing your information is 'Legitimate interest'.

What is recorded?

- Your name, date of birth and ethnicity.
- Contact with our workers.
- Details of support provided.
- Information about your support needs, this can include physical or mental health, housing and finances and involvement with the Criminal Justice System.
- Attendance at groups and sessions run by CWRC.

Who can see this information?

Information is only available to our small team. Trustees do not have access to our data base. We may share some personal details with external agencies to make or receive referrals, access services or provide support. We will always ask your consent before sharing unless there is a serious safeguarding concern or other emergency.

How long is my information kept for?

Your information will be held for five years after your last contact with us. Women can return to CWRC over many years, it is helpful to look up information about previous support.

After five years, we depersonalise your information. This means we remove anything that can identify you, like birthdate, name, NI number and contact information. We use depersonalised data to understand our work, identify trends, create statistics and report to funders.

What are my rights?

You have rights relating to the information held about you.

- You have the right to see a copy of the information held about you
- If you think that any of your information is wrong, you can ask for it to be corrected. We will discuss this with you to see if changes need to be made.
- You have the right to object to your information being processed if you think it is not justified. We will discuss this with you to see if we need to follow your objection.
- You have the right to ask for your information to be erased. This will only apply in certain circumstances, for example if you have successfully objected to your information being processed.
- You have the right to request that your information is restricted from being used. This may be temporarily while other requests are being investigated.

You can make a request to the CEO at CWRC in relation to any of these rights, and we must provide a response within one month.

Requests can be made via a case worker, or by emailing info@cwrc.org.uk.

Who can I contact if I have a question or complaint?

- Have questions about your data?
- Want to make a request relating to your data rights?
- Have a complaint about the way your data has been processed?



Cambridge Women's
Resources Centre

Please speak to your worker or anyone at CWRC. You can also contact the Information Commissioner's Office (ICO), they regulate data protection in the UK. You can contact them on 0303 123 1113 or via their website at www.ico.org.uk.