

Transitions Support Referral Form

1. Children/Young People, agencies and parent/carers can use this form.
2. To refer a potential young person with their consent please complete this form and return it securely to contact@cswgroup.co.uk

Young Person Information

Young Person Name:		Age of young person at Referral:	
Date of Birth:		E-Mail Address:	
Address:		Phone No:	
Local Authority:			

Referral Information

Name of referrer: _____

E-Mail Address: _____

Phone No: _____

Position & Agency: _____

Eligibility and Status

With their consent, we support;

- **Children/Young People with Education, Health and Care Plans (EHCP) from Year 9 upwards.**
- **Children/Young People that are at risk of becoming NEET (not in education, employment or training) from Year 9 upwards**
- **Young People if they are NEET and 16-19 years old**

Please tick **all applicable** categories to indicate if the child/young person is:

- NEET
- At risk of NEET
- Has an EHCP

Please tell us why you are making this referral

Are you aware of any potential risks that a CSW worker lone working with this young person could face? Please tick:

- No
- Yes

If Yes, please provide information:

Signatures

Referrer sign		Date:	
Young person sign		Date:	

Privacy Notice – How We Use Your Personal Information

This Privacy Notice explains who the Data Controller is for the personal data which is collected through the Transitions contract and how you can find out how and why the Data Controller uses this data.

Who is the Data Controller?

The Local Authorities of Cornwall, Devon, Plymouth and Torbay are the Data Controller for any young person supported by the Transitions Contract residing in their Local Authority area.

Who is the Data Processor

CSW Group is the data processor and processes your data on behalf of Devon, Cornwall, Plymouth and Torbay Local Authorities.

CSW ensures that we follow the instructions for processing your information as set out in our contract with the Local Authorities and have the appropriate systems and processes to protect your information.

Lawful basis for processing

Data Protection law requires us to have a lawful reason ('lawful basis') for processing the personal data we use. These reasons are listed under Article 6 of the 'General Data Protection Regulation' (GDPR). Our lawful basis for processing is that of consent (your permission).

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so. We will then cease this aspect of processing.

If you would like further information about how CSW Group collects, processes and protects your information, please look at the data protection section on our website at www.cswgroup.co.uk which includes information on how to contact our Data Protection Officer who can be contacted via Data.Protection@cswwgroup.co.uk