



Community Brokerage Network

BRIDGING THE GAPS

Personal data privacy policy

How and why we process your personal data

How we use your information

To support you, we may need to:

- Speak to people on your behalf
- Read your social work assessment
- Store some personal details (like contact info and care plans)

We'll ask your permission first, and only store what's needed.

Your details will be kept securely and only for up to 36 months after we finish working with you.

You can:

- Ask to see the information we hold
- Correct anything that's wrong
- Ask for your information to be deleted at any time

What you agree to

By signing our consent form, you agree to:

- Confirming you've read and understood our Client Charter
- Giving us permission to speak to people involved in your care (e.g. social workers, health professionals, support services)
- Allowing your broker to access relevant assessments or documents
- Agreeing to us storing your information securely
- Being happy for us contact you later to ask for feedback
- Letting us use anonymous quotes (with your permission) on social media or newsletters

Need more info?

☎ 07769 698 606

✉ info@communitybrokeragenetwork.co.uk

www.communitybrokeragenetwork.co.uk

Community Brokerage Network is a Community Interest Company.



Community brokerage network consent form

The Community Brokerage Network (CBN) is funded by the Scottish Government to help people understand their rights and entitlement to formal social care. We also help people to explore community-based activities and services that may be available to them. Trained brokers can help people think about what services may be right for them. This can include how best to use any budget they may be given to meet their needs, after having a social work assessment.

To be able to support you in this way, your broker needs your consent to speak to people on your behalf and to access relevant documents. If you have had an assessment of your needs by a Social Worker, these documents can sometimes include your social work assessment.

If you are not able to sign this consent, please ask your legal representative to sign on your behalf.

Please tick beside the statements you consent to us performing on your behalf.

I agree to CBN sharing information with the following organisations in relation to my care and support:

The local Health and Social Care Partnership Staff, Social Work and Allied Health Professionals	
Provider Organisations	
Third Sector and Voluntary Organisations	
I agree to my broker having access to my social work assessment and/or review documentation	

Whilst we are working with you, we will keep your details and your support plan on a dedicated, password protected database. We will keep this information for up to 36 months after we finish working with you, to ensure your plan is running and working well. You can choose to self-refer to CBN at any time for further support if it is needed. You can ask for your personal information to be removed at any time.

I agree to CBN storing this information	
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We would like to contact you following our involvement to ask your views about our service. We use this information to keep our funders informed and to improve the service we offer. We would like to use comments you make on our social media (e.g. Facebook, Instagram). Any comments used on our social media will remain anonymous.

I agree to being contacted	
I agree to comments I make about CBN's service being used anonymously on social media or the CBN Newsletter. (We will always discuss this with you first.)	

Print Name:		On Behalf Of:	
Signature:			
Address:			
Date:			

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