**Privacy Notice**

Limerick Youth Service (LYS) processes personal data relating to the young people that access our services and supports.  The processing of personal data is governed by the EU General Data Protection Regulation (the “GDPR”) and the Data Protection Act 2018

LYS complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: monitoring, evaluating, managing, verifying, and auditing requirements.

We process your personal data on the legal basis of your Consent, and your Explicit Consent to processing special categories of data.

In instances where referrals to organisations and agencies outside of LYS maybe beneficial, and **ONLY** with your prior consent, relevant information may be shared with these agencies.  Please be aware that under the Children's First Act 2015, we are obliged to report any concerns regarding child safeguarding to the relevant authority.

We keep your data in accordance with the guidance set out within our formal records retention policies and do not maintain data beyond what is absolutely required for operational reasons or where otherwise required by law.

You have the following rights with respect to your personal data: -

• The right to request a copy of your personal data, which LYS holds about you.

• The right to request that LYS correct any personal data if it is found to be inaccurate, incomplete or out-of-date.

• The right to request your personal data is erased where it is no longer necessary or lawful for LYS to retain such data.

• The right to request that LYS provide you with a copy of your personal data and, in certain circumstances, to transmit that data directly to another data controller.

• The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing

• The right to object to the processing of personal data

• The right to lodge a complaint with the Data Protection Commission.

To exercise all relevant rights, queries or complaints please in the first instance contact LYS at:

Limerick Youth Service, 5 Lr. Glentworth St, Limerick.

TEL: +353 (0)61 412 444

FAX: +353 (0)61 412 795

EMAIL: lys@limerickyouthservice.org

WEBSITE: <https://limerickyouthservice.com/>

Complaints

You have the right to make a complaint to the Data Protection Commission which you can contact by phone: +353 (0761) 104 800; via email info@dataprotection.ie or by writing to:

The Data Protection Commissioner, Canal House, Station Road, Portarlington, Co. Laois,

R32 AP23.

**I give consent to LYS to process my personal data (Please check box)** [ ]

|  |  |
| --- | --- |
| **Date:**  |   |
| **Print or Type Name:**  |   |

**Under 18s** (Please complete if referral is under 18 years of age)

|  |  |
| --- | --- |
| **Print or Type Parent Guardian Name:**  |   |
| **Print or Type Young Person’s Name:**  |   |

**Special Categories of Personal Data**

We would also like to record information on any **additional physical, mental, or learning support needs** and on **ethnic/cultural background.** This information is known as ‘Sensitive Data’.  We gather this information to ensure that LYS provides an equal, inclusive, and diverse service and to ensure that we are providing a quality service that responds to your needs.

**I give consent to record my sensitive personal data (Please check box)** [ ]

|  |  |
| --- | --- |
| **Date:**  |   |
| **Print or Type Name:**  |   |

**Under 18s** (Please complete if referral is under 18 years of age)

|  |  |
| --- | --- |
| **Print or Type Parent Guardian Name:**  |   |
| **Print or Type Young Person’s Name:**  |   |

# Limerick Youth Service – Be Well Team Parent/Guardian Referral Form

Consent for under 18’s is required (Age remit for team is age 14-25

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Is the young person aware of the referral?** | [ ]  | Yes | [ ]  | No |  |
| **Preferred mode of contact for parent/guardian:** | [ ]  | Call | [ ]  | Email | [ ]  | WhatsApp | [ ]  | SMS |
| **Preferred mode of counselling for the young person:** | [ ]  | Online | [ ]  | Face to Face |  |

|  |
| --- |
| **Parent/Guardian Details 1:** |
| **Name:** |  |
| **Mobile No:** |  |
| **Email Address:** |  |
| **Address:** |  |

|  |
| --- |
| **Parent/Guardian Details 2:** |
| **Name:** |  |
| **Mobile No:** |  |
| **Email Address:** |  |
| **Address:** |  |

|  |
| --- |
| **Emergency Contact details if different from above:** |
|  |
|  |

|  |
| --- |
| **Personal details of young person being referred:** |
| **Name:** |  |
| **Date of birth:** |  |
| **Mobile number:** |  |
| **Email Address:** |  |
| **Address:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Gender:**  |[ ]  Female  |[ ]  Male |  [ ]   | Other |[ ]  Prefer not to say  |
| **Nationality:** |[ ]  Irish |[ ]  Other |

|  |
| --- |
| **If other, please give details:**  |
|   |

**Is Young person being referred attending secondary school?** (Please check or tick appropriate box below)

|  |  |
| --- | --- |
|[ ]  Yes  |[ ]  No |

|  |
| --- |
| **If yes, please provide a school name and brief address:**  |
|   |

**Education & employment status** **of young person**: (Please tick **just one** of the boxes below if applicable, and give additional details in the space provided below)

|  |
| --- |
|[ ]  Attending alternative secondary education (e.g. Youth Reach, Leaving Cert Applied (LCA)   |
|[ ]  In 3rd Level Degree or 3rd Level Non-Degree (e.g. Further Education or Apprenticeship) |
| [ ]   | Employed   |
| [ ]   | Unemployed   |
| [ ]   | Not in education, employment or training  |

|  |
| --- |
| **Please give additional details on above:**  |
|   |
|  |

**Sensitive Personal Details of young person:**

|  |
| --- |
| **Details on additional agency/personnel involved, if any, with young person:** |
| Social Worker:    |   | Agency:   |  | Tel. No.    |   |
| CAMHS:    |   | Contact:  |   | Tel. No.    |   |
| GP / Doctor:    |   | Surgery:  |   | Tel. No.    |   |
| Garda:    |   | Station:   |   | Tel. No.    |   |
| Drugs/Alcohol Worker:  |   | Agency  |   | Tel. No.    |   |
| Support Worker:    |   | Service:   |   | Tel. No.    |   |

|  |
| --- |
| **GP details (mandatory):**  |
| GP/Doctors name:  |   |
| Surgery address:  |   |
| Surgery Tel No:  |   |
| Medical conditions / medication details (if any):  |   |

Note: Please provide details about any medical conditions that may affect the individual's participation in our program. This includes, but is not limited to, information about anaphylactic shock, physical conditions, and insulin dependence. If the individual is currently taking any medications, please ensure to fill in the field above.

**In the event of an accident / illness requiring emergency treatment and failure to make contact with any of the persons listed on this form, I agree to give consent to the administration of treatment from a qualified medical practitioner.**

  [ ]  Yes [ ]  No

**Has young person recently been referred to another service or are they currently on any waiting lists for other agencies**?   [ ]  Yes [ ]  No

|  |
| --- |
| **If yes, please give details and name the agencies in the space provided:**  |
|   |
|   |
|   |

**ONLY tick if an OFFICIAL diagnosis is given by a professional service.**

|  |  |
| --- | --- |
|  [ ]  | Diagnosis of ASD |
|  [ ]  | Waiting for official assessment for ASD/ADHD |
|  [ ]  | Learning disability |
|  [ ]  | Hidden disability (e.g. chronic pain or fatigue, head or brain injuries, hearing impairments or vision disabilities) |
|  [ ]  | Mental health diagnosis |
|  [ ]  | Eating disorder |
|  [ ]  | Substance misuse (Please note in case of addiction, we may discuss support from agency such as CSMT, HSE drug and alcohol services) |
|  [ ]  | Physical disability (e.g. mobility impairment) (This information is to inform us of accessibility requirements) |
|  [ ]  | Other |
|  [ ]  | None of the above |

|  |
| --- |
| **It is very important we are given information on the official diagnosis ticked above.** **Failure to do so, will impact processing of application.** |
|   |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please check box below indicating referrals Ethnic/Cultural background (using the Irish Census, 2016 categories):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | White Irish | [ ]  | White Irish Traveller | [ ]  | Any other White Background |
| [ ]  | Black or Black Irish | [ ]  | African | [ ]  | Any other Black Background |
| [ ]  | Asian or Asian Irish | [ ]  | Chinese | [ ]  | Any other Asian Background |
| [ ]  | Roma | [ ]  | Other including mixed Background |  |  |

 |

**To be completed by Young person**

|  |
| --- |
| **Reason for referral & your expectations: How would you like to benefit from counselling? Please give details of the support you would like, including the areas or issues you need assistance with.** |
|  |
|  |
|  |

**To be completed by Guardian**

|  |
| --- |
| **Reason for referral of young person & your expectations: How would you like the young person to benefit from counselling? Please give details of the support you would like for the young person, including the areas/issues?**  |
|  |
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| --- |
| **Please provide any additional information that may be of support to this referral:** |
|  |
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|  |  |
| --- | --- |
| **Declaration: I** **confirm that the information provided above is true and accurate to the best of my knowledge**  |   [ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed by Parent/Guardian:** \*Type name if filling in online  | **\***  | **Print name:**  | **\***  |
| **Date:**  |   |   |   |

\* **This form will be basis for discussion on assessment date**

All referral forms to be emailed to: bewellteam@limerickyouthservice.org or posted to: Be Well Team, Limerick Youth Service, 5 Lower Glentworth St., Limerick V94 YF95

Any queries, please phone Siobhan O’Brien on 0863895031