

For Office Use ONLY

URN:

Carers Grants

Please note that this page will be removed before assessment for confidentiality purposes.

Section 1: Contact details

Name of person completing the form:

Role and Relationship to Carer:

Address:

Postcode:

Contact number:

Email:

Carer Name:

Address:

Postcode:

Date of birth:

Age:

Contact number:

Email:

Data Protection Statement

Carers Trust South East Wales is registered under The Data Protection Act 1998 and complies with the provisions of the Act. In order to process this application, which includes personal and sensitive information, Carers Trust South East Wales will ensure that it is securely circulated to panel members and any identifying information e.g. name and address will be removed from the form before the application is disseminated. Data will be processed and securely stored and not retained for longer than necessary.

Declaration

In signing this form the carer confirms that the information provided is true and accurate and consents to providing full information on how the grant has been spent if requested by Carers Trust.

Carer's signature: _____ Date: _____

Which grant fund are you applying to? (see guidance notes for details)

Carers Essentials <input type="checkbox"/>	Carers Time Out <input type="checkbox"/>	Carers Access <input type="checkbox"/>	Carers Skills <input type="checkbox"/>
--	--	--	--

Section 2. Details of caring situation (if you provide care to more than one person please complete a separate line about each person you provide care to)

	The person I provide care to is my (e.g. partner/ parent/ child/ friend):	Date of birth and age of person I provide care to:	What condition(s) is the person in receipt of care affected by? Please provide a brief description of the effect of the condition on their life/lives
1			
2			
3			

What is the nature of care you provide? (e.g. personal care, providing medication, emotional support etc.) Please provide a brief description of these tasks, the impact this has on your life and the approximate number of hours a week you spend caring.

Section 3: What are you applying for?

Please describe what the money will be used for and why the item is needed.

How will this benefit you or help you in your caring role?

Section 4: Cost of item(s) - Please ensure you have enclosed a separate written quote for the cost of the item e.g. copy of a web page or a page from a catalogue

Total cost of item:	Total amount requested from Carers Grants amount must not exceed the guidance notes	If the total cost and total amount requested do not match, how will the difference be covered? (e.g. funds already raised/ other grant applications/ family contributions, etc.)

Section 5: Consent to share information

We have found that hearing about the experience of others encourages more carers to apply for a grant, and enables us to raise funds to provide more grants to people. Examples of ways in which stories can be shared are: in Carers Trust South East Wales newsletters and publications, reports and newsletters for funders of our grant programmes and fundraisers, newspaper and magazine articles, and others. If you would prefer that we do **NOT** contact you or your Carer Support Worker to discuss sharing your story please tick this box:

Carers Trust South East Wales also uses **anonymous** case studies of grants provided in reports, fundraising newsletters and grants publicity materials we produce. If you would prefer that the details of your caring situation are **NOT** used in a case study, please tick this box:

Section 6: Supporting statement – to be completed by the person filling the form in on behalf of the carer. Please refer to the guidance notes for further information on what is required.

How long have you been in contact with the carer and what is the nature of this contact?

What is your assessment of the impact of the caring situation on the carer?

How do you think the grant will benefit the carer?

Are there any other factors you would like the panel to be taking into account? E.g. additional caring roles, significant financial difficulties etc.

Any other comments?

In signing this form the staff member confirms that the information they have provided is true and accurate.

Person completing the form on behalf of the carer please state your job role, print your name, sign and date below.

Job role:

Print name:

Signature:

Date:

Section 7: Please check that you have included the following information:

(to be completed by the person completing this form)

A separate written quote e.g. a copy of a web page or page of a catalogue if applicable

A signature from the carer (if you are submitting the application by email the signature can be electronic but please ensure that you have kept a signed copy for your records)

A signature from you, the person completing this form (as above)

A supporting statement from the person who completed the form on behalf of the carer

Please note that if any of the above information is missing from the application it will not be submitted to the assessment panel.

Privacy Statement

Carers Trust South East Wales is committed to protecting your privacy and complies with the principles of the relevant data protection regulations. We are committed to ensuring that your data is handled properly and any information we hold is stored securely and used in a lawful and ethical way.

This privacy policy explains how we would collect your data, why we would collect your personal data and how it would be used.

Carers Trust South East Wales and our data management

Carers Trust South East Wales is a local independent charity, Charity No. 1123455 (England & Wales), Registered as a company limited by guarantee in England and Wales No. 06419626.

We provide services and support to carers and people with care needs including regulated care.

Carers Trust South East Wales is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 1998 (DPA) and the new General Data Protection Regulation (GDPR), May 2018.

What information do we collect and how will it be used?

Staff and volunteers

Individuals directly employed by Carers Trust South East Wales or appointed as an approved volunteer by Carers Trust South East Wales are considered as Carers Trust South East Wales staff for the purpose of data collection. The data controller securely

holds the following personal data on employees which is held under performance of contract:

Recruitment checks carried out prior to employment: face to face interview

- Application form and related paperwork
- Two written references
- Copy of right to work in the UK documentation
- Work permit (if appropriate)
- Driving licence (if appropriate)
- Certificates of training and qualifications claimed.

Additional pre recruitment checks for staff who manage or work in regulated activity or an environment with safeguarding risks:

- The Children's Barred List check if working with children
- The Adults' Barred List check if working with vulnerable adults
- A record of all criminal record / barred list checks (see 4.4 for further details)
- Satisfactory evidence of conduct in previous employment concerned with the provision of services relating to health and social care, children or vulnerable adults
- Where a person has been involved in a position whose duties involved work with children or vulnerable adults, satisfactory verification, so far as reasonably practicable, of the reason why their employment in that position ended
- Proof of identity including a recent photograph
- A full employment history and a satisfactory written explanation of any gaps in employment.
- A written contract of employment including the need to comply with Carers Trust policies, procedures and guidance.
- Evidence that staff have been issued with Carers Trust Code of Conduct.
- Records of the dates and content of annual appraisals.
- All disciplinary incidents.
- Service Users /Carers / Project Contacts

These are individuals who are directly related to the work of Carers Trust South East Wales and who would benefit from information, advice, support, activities and opportunities available from Carers Trust South East Wales. This data is held under specific, explicit and recorded consent which can be withdrawn at any time. The following type of information will be securely held on Carers Trust South East Wales database/content management system:

- Name
- Address
- Date of birth
- Contact details, including telephone number and email address
- Next of kin or alternative contact information
- Accommodation type
- Welsh speaker

- Ethnic group
- Specific medical information (applicable for Nail Cutting Service only)
- Care Plans

Who receives your information and how long will it be held for?

Your data is not passed on to any third party unless we are required by law to do so. Your data will be used solely for the purpose indicated above for the term of five years or the full term of a specific Carers Trust South East Wales project. Before this time is reached we will either contact you to ask for your consent again or delete our records of your data.

Where safeguarding law permits, we will hold your data the required time in-line with the safeguarding requirements at that time.

Our security and your data

We are committed to keeping your data secure. We have put suitable physical, electronic, and managerial procedures in place to safeguard and secure the information we collect. All data will be securely stored and backed up on our database (s). All electronic machines that have access to confidential data are password protected with suitable measures in place to manage/update access. Where hard/paper copies are required we will securely store the document in one location and destroy it within the specific agreed timescales.

If you have any questions about security please contact us on: info@ctsew.org.uk or 01495 769996

Accessing and updating your data

We may contact you from time to time if we have a particular service which may be of direct benefit to you. However, you can change your mind at any time about how we contact you, how we process your data, or ask us to stop contacting you altogether by emailing dataprotection@ctsew.org.uk

Your data and your rights

The General Data Protection Regulation (GDPR) strengthens and adds to individuals' rights that exist under the Data Protection Act and Carers Trust South East Wales is committed to supporting these rights.

You have a right to access your personal information, to rectify, to erase, to restrict and to port your personal information. Please contact us on 01495 769996 or info@ctsew.org.uk to request access to this information or to request that your details be removed.

How you can withdraw consent for us to hold your data?

You can change your mind at any time about how we contact you, how we process your information, or ask us to stop contacting you altogether by emailing dataprotection@ctsew.org.uk

We will be proactive in keeping our records up to date and will aim to action all changes to communication preferences within thirty days.

Additional information

If you would like to know more about our data processing, or have any queries regarding the content of this notice then please contact us on 01495 769996 or dataprotection@ctsew.org.uk and we will be happy to provide you with any further information that you require.