

## #Focus5 Referral Form

1. Young people, agencies and family can use this form.
2. To refer a potential young person, please complete this form and return it to [focus5@cswgroup.co.uk](mailto:focus5@cswgroup.co.uk)
3. A #Focus5 Key Worker will be allocated and they may ask for additional evidence
4. A referral does not guarantee a place on #Focus5

### Young Person Information

Young Person Name:		Age of young person at Referral:	
Date of Birth:		National Insurance #:	
Address:			
E-Mail Address:		Phone No:	

### Referral Information

Name of referrer: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Position & Agency: \_\_\_\_\_

Reason for referral, and any other relevant information regarding the young person that will be helpful for us to know in order to support them: *(continue on a separate sheet if necessary)*

### Eligibility and Status

**The young person must have the right to work in the UK and be in either of the 2 categories below and have the relevant evidence of this.**

(Please support the young person in providing as much detail and proof as possible to speed up their start date).

**Is the Young Person economically inactive or unemployed?**

- ✓ **Economically inactive**, this means the young person is not currently looking for work for some reason, (including being a full time student).
- ✓ **Unemployed**, which means the young person is actively looking for work.

Tick **one** category:

- Economically inactive
- Unemployed

**Is the young person engaged in education or training?**

- Yes
- No

If **yes**, provide the address of the educational establishment and details of the course below:

**For referral agencies only:**

Please tell us how you deem the young person as **economically inactive** or **unemployed**, and your reasoning for this and what position you hold in order to confirm this.

**Please note the referral will not be accepted without this information.**

Please can you tell us how you heard about the #Focus5 project.

**Signatures**

Referrer sign		Date:	
Young person sign		Date:	

I am self-referring to the project and confirm that I give consent to share my information so that my eligibility to join the #Focus5 programme can be confirmed.

I am making a referral on behalf of a young person. I confirm that I have sought the necessary informed consent from the young person to share their information for the purposes of confirming their eligibility to join the programme.

I understand / the young person understands that if they choose not to continue with the programme they can request that their information is deleted. They can contact the CSW Data protection Officer to discuss this ([DataProtection@cswgroup.co.uk](mailto:DataProtection@cswgroup.co.uk)).



## 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 Building Better Opportunities Programme and how you are able to find out how and why the Data Controller uses this data.

### Who is the Data Controller for the Building Better Opportunities Programme?

The Data Controller for the Building Better Opportunities Programme is the Department of Work and Pensions. For more information about how and why the Data Controller uses your personal data or to exercise your data protection rights please see [www.gov.uk/dwp/personal-information-charter](http://www.gov.uk/dwp/personal-information-charter) or contact the Department of Work and Pensions using the contact details below.

### Contact Details

If you have any questions, queries or complaints, and to exercise your personal data rights, please in the first instance contact the Data Protection Officer at the Department of Work and Pensions [rightofaccess.requests@dwp.gsi.gov.uk](mailto:rightofaccess.requests@dwp.gsi.gov.uk).

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

### CSW Group processing your data on behalf of the Big Lottery Fund and DWP

CSW Group is processing your/the young persons data in accordance with our legitimate interests in meeting the obligations of our contract with the Big Lottery Fund. CSW Group are a sub-processor for the Big Lottery Fund who in turn are data processors on behalf of the Department of Work and Pensions who is the Data Controller. CSW ensures that we follow the instructions for processing your information as set out in our contract and have the appropriate systems and processes to protect your information.

If you would like further information about how CSW Group collects, processes and protects your information, please discuss with your Key Worker or look at the data protection section on our website at [www.cswgroup.co.uk](http://www.cswgroup.co.uk) which includes information on how to contact our Data Protection Officer who can be contacted via [DataProtection@cswwgroup.co.uk](mailto:DataProtection@cswwgroup.co.uk)