

## Referral

<i>Treatment (Counselling or Massage Therapy)</i>			
<i>Date added</i>		<i>ID Number (For Office Use)</i>	

<b>CLIENT INFORMATION</b>			
<i>Name</i>			
<i>Date of birth</i>			
<i>Contact Number/s</i>		<i>Voicemail consent</i>	
<i>Email Address</i>			
<i>Address line 1</i>			
<i>Post Code</i>			

<b>REFERRER/SUPPORT WORKER DETAILS</b>	
<i>Name</i>	
<i>Organisation</i>	
<i>Contact Number</i>	
<i>Email Address</i>	
<i>Details of any diagnosis or relevant issue</i>	

Phoenix Health and Wellbeing only collect the data necessary for our referral process. All our paper records are kept in locked cabinets with restricted access. Our computerised records are firewall and password protected. We will keep a record of your details and the referred client's details for three years, this is to enable the client to repeatedly use our service during that period.

You have a right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please write, with relevant ID, to us at Oxford Chambers, Oxford Place, LS1 3AX. If you are unsatisfied with the way we are processing your data, you have a right to complain to the Information Commissioner's Office (ICO).

If you would like to receive updates from us and know more about the work we do, our fundraising appeals and opportunities to support us, please tick the box below:

You have the right to withdraw this consent at any point.