Thank you for your interest in working with St David’s Children Society. For Data Protection reasons we are required **by law** to ensure that you actively **give your consent** to us having and using the information you give to us. We are not allowed to make assumptions that we can hold your information or that if we hear nothing from you that we can continue to contact you – we need you to opt in rather than opt out!

Please note the following:

* Please complete and return this form so that we can continue to send you information about us and the services we offer – please be aware that we will **NOT** be able to contact you unless we hear back from you using this form.
* There is an electronic version of the form available for download on our website [www.adoptionwales.org.uk](http://www.adoptionwales.org.uk)
* Unless we hear from you in the meantime, we will check every 2 years with you that you STILL want to hear from us and in what communication form.
* We promise to not ever share or sell your details to any third party or organisation. For further details of how we look after your information see our website and view our privacy policy [www.adoptionwales.org.uk](http://www.adoptionwales.org.uk)
* Each person needs to complete a form as an individual – we cannot accept forms as a couple
* If at any time you would like to review and change your signed consent – please contact info@stdavidscs.org to request a new form, or download one from the website and your consents can be easily be updated.
* Our apologies if the form feels time-consuming – however without it we will not be able to conduct our business with you as efficiently as we would like.

**Contact Information – please complete this section in full**

|  |  |
| --- | --- |
| **Your Name** |  |

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Out of courtesy we ask do you consent for the information you provide on this form to be retained on our database for internal purposes? |[ ] [ ]

**How would you like to hear from us:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Contact** | **Contact Details** | **YES** | **NO** |
| **POST**  | Your Address: |[ ] [ ]
| **LANDLINE PHONE** | Your landline phone number: |[ ] [ ]
| **MOBILE PHONE/SMS/TEXT** | Your mobile phone number: |[ ] [ ]
| **EMAIL** | Your email address |[ ] [ ]

**Please confirm what information/communication you would like to receive from us**. Please remember, if you do not OPT IN we cannot make an assumption that you would like to receive the information:

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| 1. Your data being shared with Wales Adoption Register for the purpose of being invited to Adoption Events
 |[ ] [ ]
| 1. Newsletter from St David’s Children Society BY EMAIL or POST
 |[ ] [ ]
| 1. Alerts on upcoming Adoption Events from St David’s Children Society BY EMAIL or POST
 |[ ] [ ]
| 1. Alerts (via St David’s Children Society) on upcoming Adoption Events from outside agencies BY EMAIL ONLY
 |[ ] [ ]
| 1. Information regarding changes of process or updates BY EMAIL ONLY
 |[ ] [ ]
| 1. Information from St David’s Children Society on relevant topics BY EMAIL ONLY
 |[ ] [ ]
| 1. Information (via St David’s Children Society) from outside Agencies on relevant topics BY EMAIL ONLY
 |[ ] [ ]

We will automatically forward you a new consent form 2 years from the date of our receipt of your most recent signed Consent Form.

For prospective adopters going through the assessment process you will be asked to update your current consent form to include other activities as we go along to ensure that you are happy in the way your information is disseminated.

You may at times be sent separate consent forms for specific reasons which will be in addition to this one including (but not exclusively) signed separate consents for medical and DBS purposes, specific events.

Thank you very much for taking the time to complete this form

|  |  |
| --- | --- |
| **Name of person completing this form** |  |
| **Signature** |  |
| **Date**  |  |

*For St David’s Children Society Purposes:*

|  |  |
| --- | --- |
| **Date Form Received** |  |
| **Date recorded** |  |
| **Due date for next consent** |  |