

SHETLAND BEREAVEMENT SUPPORT SERVICE

SELF REFERRAL FORM

To access the service, please complete and return this form

Office Use Only

Received:

Ackmnt letter:

Screened:

Support Worker:

Assmnt Date:

Date		Date of Birth	
First Name		Surname	
Address			
Nationality		Ethnic Origin	
Employment	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> None/Retired		

Your personal information is stored securely and will only be used to administer your account and provide the service you have requested from us. We do not pass your details onto any third party without your express consent, unless we feel you are at risk of harm, or if we receive a court request. A copy of our Privacy Policy is attached for you to keep.

Telephone		Mobile	
Email			
Preferred method of contact	<input type="checkbox"/> Telephone <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Post		

In case of an emergency, please provide emergency contact details :

Emergency Contact	
Relationship to you	
Their contact Tel No	
Family Members living with you (Relationship & Age)	

How did you hear of the service?	<input type="checkbox"/> GP <input type="checkbox"/> School <input type="checkbox"/> Friend/Family	<input type="checkbox"/> Nurse/CPN <input type="checkbox"/> SBSS Website <input type="checkbox"/> Advert	<input type="checkbox"/> Other agency <input type="checkbox"/> Other Website <input type="checkbox"/> Other
Have you seen a SBSS counsellor before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, do we have permission to access previous notes?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE TURN OVER

Name of GP	
Telephone	
Address	

Do we have permission to speak to your GP if we feel you are at risk?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

To help us help you, can you list the medication you take below and what you take it for:

Do you have any form of disability/illness that we should be aware of? Please provide details.	
---	--

Please provide some information about your bereavement – **who has died and their relationship to you, how you are feeling now, anything else you feel is relevant.** Provide as much information as possible as this allows us to match you with the most suitable support worker.

How long ago was your bereavement?

Within 3 months Within 6 months Within 12 months Over 12 months

What time would you prefer an appointment?	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening
--	----------------------------------	------------------------------------	----------------------------------

Which type of support do you prefer?	<input type="checkbox"/> Face to Face	<input type="checkbox"/> Telephone	<input type="checkbox"/> Video (zoom/skype)
--------------------------------------	---------------------------------------	------------------------------------	---

Important

We guarantee confidentiality but cannot guarantee anonymity. Please confirm your details are correct :

Signed:

Please return to: SBSS, Market House, 14 Market Street, Lerwick, Shetland, ZE1 0JP or email to sbss@shetland.org

Shetland Bereavement Support Service

PRIVACY POLICY

Shetland Bereavement Support Service (SBSS) needs to gather and use certain information about individuals. These can include clients, organisations, volunteers, employees, business contacts and other people the organisation has a relationship with or may need to contact.

This privacy policy sets out how SBSS uses and protects any information that you give us, ensuring that your privacy is protected in accordance with data protection law.

WHAT WE COLLECT

We may collect the following information:

- Name
- Contact information including email address
- Demographic information such as postcode, preference and interests
- Other information relevant to our service

WHAT WE DO WITH THE INFORMATION WE COLLECT

We require this information to understand your needs and provide you with the service you require, and in particular for the following reasons:

- Internal record keeping
- Service management
- We may use the information to improve our products/services
- We may periodically send information which we think you may find interesting using the contact information which you have provided
- From time to time, we may also use your information to contact you for research purposes.
- We may use the information to customise our website according to your interests
- We may use it to publicise our services.

SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have out in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

We will retain your data for as long as we need it in order to fulfil our purposes set out in the Privacy Policy or in order to comply with the law.

WEBSITE

HOW WE USE COOKIES: Cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web providers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

LINKS TO OTHER WEBSITES: Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites, and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

If you feel that we are not abiding by this privacy policy, you should contact us immediately using the contact details below.

If you believe that any information we are holding on you is incorrect or incomplete, please contact us immediately using the contact details below. We will promptly correct any information found to be incorrect.

REQUESTING ACCESS TO YOUR PERSONAL DATA

You have a right to request access to the personal data that we hold about you.

If you would like to receive a copy of your personal data, or if you have a question in relation to your personal data, please contact us using the contact details below.

Email: sbss@shetland.org

Phone: 01595 743933

Post: SBSS, Market House, 14 Market Street, Lerwick, Shetland, ZE1 0JP