



Added to e-records (Office use only)   
 Privacy Notice & Consent form signed (Office use only)

Base@theReed Membership Form  
 28 Convent Gardens, London W11 1NJ  
 Telephone: 02089623573

**Base Membership form**

*This information is for our records only and will not be shared with any external organisations or partners (please refer to appendix B in the consent form document).*

*If you are under 18yrs please ask a parent/carer to fill in this form.*

<b>Young Person Forename:</b>		<b>Young Person Surname:</b>	
Date of birth:			
Gender (please tick):	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non Binary <input type="checkbox"/> Unsure/Questioning <input type="checkbox"/> I use another term (please specify): <input type="checkbox"/> Prefer Not To Say	Pronouns (please tick):	<input type="checkbox"/> She/Her <input type="checkbox"/> He/Him <input type="checkbox"/> They/Them <input type="checkbox"/> I use other pronouns (please specify):
Address & postcode:			
Mobile:		Email:	
School/College/Uni (Optional):			
<b>Parent/Carer Forename:</b>		<b>Parent/Carer Surname:</b>	
Telephone:		Work:	
Mobile:		Email:	
Are you an Octavia resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Ethnic Background (Optional):**

Asian	Black	Mixed	White	Other
<input type="checkbox"/> Asian	<input type="checkbox"/> Black African	<input type="checkbox"/> White and Black	<input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/> Pls state:
<input type="checkbox"/> Indian	<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> White and Black African	<input type="checkbox"/> White Irish	<input type="checkbox"/> Rather Not Say
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Black British	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Gypsy/Irish Traveller	
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other Pls state:	<input type="checkbox"/> Other Pls state:	<input type="checkbox"/> Other Pls state:	
<input type="checkbox"/> Chinese				
<input type="checkbox"/> Arab				
<input type="checkbox"/> Other Pls state:				

**Medical information**

Does your child/young person suffer from any illness, allergies or medical conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do they have a learning or physical disability? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child/young person have any special dietary requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No

If Yes, please describe details and how we can assist whilst they are in our care:

**Please state:**

**Second Emergency Contact:**

Full name:

Relationship to young person:

Full Address:

Home telephone:

Work/Mobile:

**Young person Agreement**

I will abide by rules and be respectful to all staff, other young people and the space & equipment at all times, whilst attending Base@theReed and all related activities:

Signed:

Print name:

Date:

**Parent/Carer Permission (if young person is under 18 years old)**

Please sign your name if you are happy for your child/young person to attend Base:

Signed:

Print name:

Date:

**Disclaimer**

*Every precaution is taken to secure the wellbeing of your child/young person. If an accident occurs parents/carers will be informed on the contact details provided as soon as reasonably practicable in order for them to come and collect their child/young person. We will give help and support where possible but the responsibility for collecting and looking after the child/young person remains with the parent/carers. Please note that we do not assume any parental responsibility for the child/young person in case of illness, accidents or other misadventures.*

# OCTAVIA

## General Data Protection Regulation

### Consent Form

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*Octavia has a Data Protection Policy which we follow at all times. Please ask if you wish to see a copy of it. Please be aware that this consent form is completely optional and you do not have to sign this in order to become a member of our youth services.*

By signing this consent form, I/we agree to Octavia using the personal information supplied in the attached form (at Appendix A) to provide a digital media and youth programme service.

By “provide a digital media and youth programme service” Octavia means:

- all necessary steps/actions/work/activities/tasks associated with the usual business of a registered charity to provide a service to develop digital media and creative skills and care for/support the needs of the attendees (young people).

I/we also agree and understand as follows:

- that people who may have access to this information are Octavia staff who will use the information to provide a comprehensive youth service, e.g. to assist in developing creative skills in young individuals through digital media projects.
- that Octavia may also share the information with outside agencies in the circumstances specified in Appendix B.

I/we also give the following authorisation to Octavia:

- I give authorisation for Octavia staff to contact the second emergency contact on Appendix A in an emergency if you are unavailable.
- Consent to Octavia to use my photographs/video footage and audio recordings for Octavia’s website, publications, blogs, exhibitions, public display, and Social Media channels.
- I confirm that I understand publication of my children’s audio/image/video footage/project work on Octavia’s website, publications and Social Media channels will mean that my audio/image/video footage/ project work will be viewable by those with access to the internet and consent to such processing of my personal data. Equally I understand that if my children’s audio/image/video footage/project work and details are placed on Octavia’s Website or Social Media Outlets that potentially this will be accessible by anyone in the world with internet access. Video footage may also be used by external organisations i.e. project partners, art organisations, educational organisations; along with the opportunity to showcase your work through film festivals, galleries and exhibitions with your consent [list of organisations in Appendix B] **(Please delete this clause if you do not wish to give consent in relation to your photographs/video footage)**

I/we have read and understand the list of external agencies that Octavia may disclose my/our personal information to or who may be entitled to see my/our personal information which appears at Appendix B.

I/we freely give consent to the processing of the personal information contained in Appendix A by Octavia for the purpose of membership to Octavia's youth and digital media programme and its disclosure to any of the external agencies listed at Appendix B.

I/we also acknowledge receipt of the Privacy Notice at Appendix C which I/we confirm that I/we have read and understood.

I/we confirm that prior to signing this Consent Form I was/we were informed of my/our right to withdraw my/our consent at any time. This will not affect any processing undertaken by Octavia prior to withdrawal.

[Parent/carer/guardian not required to sign if young person is over the age of 18]

### Signed

(Parent/carer/guardian) .....

Young person (If over the age of 18) .....

Date .....

### Appendix A

[Attach copy of personal information supplied by attendee (young person)/Parent/carer or guardian]

### Appendix B

List of external agencies Octavia may disclose your personal information to or who may be entitled to see your personal information

- **The Police** – Octavia wishes to co-operate with the police in the prevention and detection of crime. We will always check the reason for the request before disclosing any relevant information. Information may also be shared in order to prevent and take action against anti-social behaviour.
- **The Local Authority** – Octavia is obliged to supply information to the local council Children's safeguarding board to report any safeguarding issues involving a young person so they can arrange to act if necessary depending on the severity of the issue or provide any support or services that may be needed by the family.
- **Social Services/Probation Service** – relevant information may be disclosed depending on the type of information required and the reason it is requested.
- **Care/Support Agencies** – relevant information will be disclosed depending on the type of information required and the reason it is requested. Generally this will be to assist you in accessing support needed, or for any health and safety reasons.
- **Octavia's legal advisers** – for the purpose of bringing and defending claims brought against the Octavia.

**Other organisations** – Octavia may disclose personal data, in confidence, to another organisation working on behalf of the association for legitimate purposes e.g. research organisations. Your audio/image/video footage/project work may also be disclosed, in confidence, to the types of organisations listed below:

- Arts organisations e.g. Tate Museums
- Heritage partners e.g. Heritage Lottery Fund
- Creative partners e.g. SPID Theatre
- Project Funders e.g. John Lyons, Bit Lottery
- Other organisations e.g. Westway Trust, NHS

## **Appendix C**

Privacy Notice (attach)





**Octavia Foundation**  
Reg Charity No.1065817

## **OCTAVIA FOUNDATION**

### **Privacy Notice**

#### **How we use your personal information**

#### **Identity and contact details of Controller**

Octavia Foundation is a controller of personal information for the purposes of the General Data Protection Regulation ('GDPR')<sup>1</sup>. Our contact details for data protection purposes are as follows:

Louisa Loizou, Emily House, 202-208 Kensal Road, London W10 5BN. Or by Email [Louisa.Loizou@octavia.org.uk](mailto:Louisa.Loizou@octavia.org.uk)

The individual responsible for data protection compliance at Octavia is Louisa Loizou. Who is contactable using the above contact details.

#### **Purpose of this Privacy Notice**

This Privacy Notice tells you what to expect when Octavia Foundation processes personal information. It applies to information about Octavia Foundation's service users, applicants, residents and other service users. It tells you the purposes for which we may process your personal information and the legal basis for the processing ('processing' includes us just keeping your personal information).

#### **Why do we collect and store personal information?**

Octavia Foundation needs to collect, process and store personal information about you and other service users, in some cases we may include household members (when you provide information about household members we assume that you do so with their full knowledge and consent) in order to operate as a registered provider of housing and deliver efficient and effective services.

#### **Legal basis for processing**

We often have two main legal bases for processing personal data. Firstly, where it is necessary for the purposes of the legitimate interests pursued by Octavia Foundation or by a third party to process your information. We can do that so long as we do not interfere with your fundamental rights or freedoms.

Secondly, because we have your consent (i.e. agreement) to us processing your personal information. The consent form sets out the organisations and type of organisations we often have to share personal information about residents or service users with. Under the GDPR, consent is a legal basis for processing personal information. You can withdraw your consent at any time. This is explained further below in the section entitled 'Your rights under GDPR'.

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<sup>1</sup> By this we mean the Regulation as supplemented and amended by the Data Protection Act 2018

The other reasons we can rely upon to process your personal information under GDPR is as follows:

- Where we are under a legal obligation or an obligation under a contract to process/disclose the information.
- Where we need to protect the vital interests (i.e. the health and safety) of you or another person.
- Some personal information is treated as more sensitive (for example information about health, sexuality, ethnic background and others – see footnote below for a full list<sup>2</sup>). The legal basis for processing these special categories of personal information is more limited. To lawfully process special categories of personal data, we must identify a lawful basis for the processing and meet a separate condition for the processing. The basis we can use these are:
  - With your consent;
  - Where we need to protect the vital interests (i.e. the health and safety) of you or another person;
  - Where you have already made your personal information public;
  - Where we or another person needs to bring or defend legal claims; and/or
  - Substantial public interest grounds

To process personal data about criminal convictions or offences, we must have both a lawful basis for the processing and either legal authority or official authority for the processing.

### **Information we may hold about you and how we use it**

The information we hold on our records concerns our relationship with you. For example:

- We hold names & dates of birth, photographic ID and information
- We hold contact details for you so we can communicate with you by your preferred means, and keep you informed about services or events we offer which may be useful to you.
- We record information about your needs to ensure that we take account of any support needs in our dealings with you, and to improve our communications with you.
- We record information to enable us to provide a service as a Charity in delivering services for public benefit.

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<sup>2</sup> Special categories of personal data is defined within the GDPR and covers racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a person's sex life or sexual orientation



- We may hold information about you if you are engaged with any additional guidance and support services. For example in connection with access to training and employment we may hold information about your job history and skills and experience, or if we support you to improve your financial circumstances, we may hold information about your household income and expenditure.
- We may record your telephone calls to our switchboard for training and monitoring purposes to ensure we are delivering a good service. Any call recordings will be held in accordance with our corporate retention policy before being erased.
- We may capture your image on our CCTV systems if you visit a property, office or shop, or community facility. Any CCTV recordings will be held in accordance with our corporate retention policy before being erased.
- We record the findings of surveys and other research to help us improve our service to customers/service users. The information you provide will be anonymous unless you agree that we can use your details.

This list is not exhaustive, as we hold records of most contacts we have with you, or about you, and we process this information so we can deliver services to you. Generally the information we hold will have been provided by you (on application or enquiry forms or when we communicate with you), but we may also hold information provided by third parties where this is relevant to your circumstances e.g., social workers and health professionals (such as doctors and occupational therapists).

We will only ask for personal information that is appropriate to enable us to deliver our services. In some cases you can refuse to provide your details if you deem a request to be inappropriate. However, you should note that this may impact our ability to provide some services to you if you refuse to provide information that stops us from doing so.

### **How we manage your personal information**

We process your personal information in accordance with the principles of GDPR.

We will treat your personal information fairly and lawfully and we will ensure that information is:

- Processed for limited purposes;
- Kept up-to-date, accurate, relevant and not excessive;
- Not kept longer than is necessary;
- Kept secure.

Access to personal information is restricted to authorised individuals on a strictly need to know basis.

We are committed to keeping your personal details up to date, and we encourage you to inform us about any changes needed to ensure your details are accurate.

To help us to ensure confidentiality of your personal information we may ask you security questions to confirm your identity when you call us. We will not discuss your personal information with anyone other than you, unless you have given us prior written authorisation to do so.

### **Periods for which we will store your personal information**

We will only hold your records during the period of our relationship with you and for a set period afterwards to allow us to meet our legal obligations including resolving any follow up issues between us.

### **Sharing your personal information**

Normally, only Octavia Foundation staff will be able to see and process your personal information. However, there may be times when we will share relevant information with third parties for the purposes as outlined, or where we are legally required to do so. When sharing personal information, we will comply with all aspects of the GDPR. Special categories of personal data about health, sexual life, race, religion and criminal activity for example is subject to particularly stringent security and confidentiality measures.

Where necessary or required, we may share information as follows:

- To comply with the law (e.g. the police, Inland Revenue, Council Tax Registration Officer, Social Security Fraud Act) or a court order.
- Where there is a clear health or safety risk to an individual or members of the public, evidence of fraud against Octavia Foundation, other irregular behaviour or a matter Octavia Foundation is investigating.
- In connection with court proceedings or statutory action to enforce compliance with tenancy conditions (e.g. applications for possession or for payment of Housing Benefit direct).
- Where Octavia Foundation has entered into a formal protocol with the police or a local authority department.
- Providing the name, address and contact number of a resident to contractors or other agents providing services on Octavia Foundation's behalf.
- Providing the name of a resident and the date of occupancy to gas, electricity and water companies.
- Providing information anonymously for bona fide statistical or research purposes.
- Information required by the Charities Commission when monitoring Octavia' Foundation's activities in its capacity as the regulator of Charitable Organisations.
- To protect the vital interests of an individual (in a life or death situation).

## **Data Relating to Children**

Our services are used by people of all ages. Octavia Foundation may accept website registrations and collect personal information from individuals under the age of 13. If you are under 13 we do not allow you to post information about yourself in any Octavia Foundation forums or community areas. Octavia Foundation accepts no liability if this instruction is ignored.

Children aged under 13 years must have a parent or guardian's consent before providing personal information to us. We do not wish to collect any personal information without this consent.

## **Your rights under the GDPR**

You have a number of rights under the GDPR:

### **Access to personal information**

Under the GDPR, you have a right to ask us what personal information we hold about you, and to request a copy of your information. This is known as a 'subject access request' (SAR). SARs need to be made in writing (we have a subject access form you can use for this purpose), and we ask that your written request is accompanied by proof of your identity. We have one calendar month within which to provide you with the information you've asked for (although we will try to provide this to you as promptly as possible).

Following your SAR, we will provide you with a copy of the information we hold that relates to you. This will not generally include information that relates to your property such as repair logs or details of contractor visits, as this is not considered personal information.

### **Rectification**

If you need us to correct any mistakes contained in the information we hold about you, you can let us know by contacting us on 0208 354 5500.

### **Erasure ('right to be forgotten')**

You have the right to ask us to delete personal information we hold about you. You can do this where:

- The information is no longer necessary in relation to the purpose for which we originally collected/processed it.
- Where you withdraw consent.
- Where you object to the processing and there is no overriding legitimate interest for us continuing the processing.
- Where we unlawfully processed the information.

- The personal information has to be erased in order to comply with a legal obligation.

We can refuse to erase your personal information where the personal information is processed for the following reasons:

- To exercise the right of freedom of expression and information;
- To enable functions designed to protect the public to be achieved e.g. government or regulatory functions.
- To comply with a legal obligation or for the performance of a public interest task or exercise of official authority;
- For public health purposes in the public interest;
- Archiving purposes in the public interest, scientific research historical research or statistical purposes;
- The exercise or defence of legal claims; or
- Where we have an overriding legitimate interest for continuing with the processing

### **Restriction on processing**

You have the right to require us to stop processing your personal information. When processing is restricted, we are allowed to store the information, but not do anything with it. You can do this where:

- You challenge the accuracy of the information (we must restrict processing until we have verified its accuracy)
- You challenge whether we have a legitimate interest in using the information
- If the processing is a breach of the GDPR or otherwise unlawful
- If we no longer need the personal data but you need the information to establish, exercise or defend a legal claim.

If we have disclosed your personal information to third parties, we must inform them about the restriction on processing, unless it is impossible or involves disproportionate effort to do so.

We must inform you when we decide to remove the restriction giving the reasons why.

### **Objection to processing**

You have the right to object to processing where we say it is in our legitimate business interests. We must stop using the information unless we can show there is a compelling legitimate reason for the processing, which override your interests and rights or the processing is necessary for us or someone else to bring or defend legal claims.

## **Withdrawal of consent**

You have the right to withdraw your consent to us processing your information at any time. If the basis on which we are using your personal information is your consent, then we must stop using the information. We can refuse if we can rely on another reason to process the information such as our legitimate interests.

## **Right to data portability**

The right to data portability allows us to obtain and reuse your personal data across different services. It allows us to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way. The right only applies to personal data you have provided to us where the reason we are relying on to use the information is either your consent or for the performance of a contract. It also only applies when processing is carried out by us using automated means.

## **Changes to this Privacy Notice**

We keep our privacy notice under regular review and will place any updates on our website; you will be notified of any major changes to this policy.

## **Further information**

For further information on how to request your personal information and how and why we process your information, you can contact us using the details below.

Louisa Loizou, Emily House, 202-208 Kensal Road, London W10 5BN. Or by Email [Louisa.Loizou@octavia.org.uk](mailto:Louisa.Loizou@octavia.org.uk)

The Information Commissioner (ICO) is also a source of further information about your data protection rights. The ICO is an independent official body, and one of their primary functions is to administer the provisions of the GDPR.

You have the right to complain to the ICO if you think we have breached the GDPR. You can contact the ICO at:

**Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

**0303 123 1113 / <http://www.ico.org.uk/>**

