

## Verbal and written consent arrangements during Covid-19

### If you are unable to print a copy of our consent form

Please obtain verbal consent from the person you are supporting as specified in **Section 1** of the Consent Form.

Then upload a blank consent form (PDF format) to the application. (GrantsPlus will not allow you to proceed with a grant application without this). Please refer to steps 1–3 below for help on how to upload a Consent Form.

In the section of the application form called 'Additional Information' please state that you have the verbal consent of the person you are supporting and the date the consent was given.

### If you can print a copy of our consent form

You will need to complete **Section 1** or **Section 2** of the form, see below for which section to complete. You can then either scan or take a picture (it must be saved as a PDF or JPG file format). Then upload it to the application by:

- 1) Going to the Consent Form Privacy Policy section of the application form, which is located at the bottom of the 'Applicants' page.
- 2) Pressing the 'Browse' button (you will need to fill in the first page of the application and press the 'Save' button for the 'Browse' button to become enabled) and then navigating to where you have saved the consent form on your device, choosing the 'Open' option to open the file.
- 3) Pressing the 'Upload' button, to upload the file to the application.

### If the person you are supporting:

- **CANNOT provide written consent** please follow the verbal consent guidance in **Section 1**
- If they **CAN provide written consent** please follow the guidance in **Section 2**

## Section 1 – verbal consent

We appreciate that due to social distancing and social isolation measures, it may not be possible for the person requiring support to provide written consent. Whilst these measures remain in place support workers are required to verify that verbal consent has been obtained. Please read section 1 below and sign if the statements are correct.

1. I have explained to the person I am supporting that I need to obtain their verbal consent, as signed consent is not possible due to Covid-19 social distancing measures.
2. I have explained to the person I am supporting the contents of Glasspool Charity Trust's Privacy Policy (<https://www.glasspool.org.uk/downloads/pdf/grantsplusprivacypolicy.pdf>) and how their personal data including special category data, will be used by Glasspool Charity Trust and its suppliers of goods, if I apply for a grant to Glasspool Charity Trust on their behalf.
3. I confirm that the person requiring support has spoken to other members of their household (where relevant) about providing their information on the application form, and gives their fully informed consent for Glasspool Charity Trust to use their personal data and special categories data in line with the purposes set out in Glasspool Charity Trust's Privacy Policy.

**The person requiring support can withdraw their consent at any time, but that does not affect the validity of their consent up to that point.**

<b>Full Name of person requiring support (printed)</b>	
<b>Date verbal consent was given by person requiring support</b>	
<b>Name of Support Worker (printed)</b>	
<b>Signature of Support Worker</b>	

**Due to GDPR if this consent form is incomplete, we cannot process the application.**

## Section 2 – written consent

Dear Applicant,

Glasspool Charity Trust (the Charity) is a grant-making charity that provides small grants to individuals and families. To enable your support worker to make an application to us on your behalf, we will need to ask them for **personal data** about you and members of your household and we may need to ask them for **special category personal data** about you as well, to enable us to assess your application. The special category personal data requested on the application form includes racial or ethnic origin, sexual orientation and health. In order to collect special category personal data about you we need to obtain your explicit consent.

**Personal data:** This includes any details that identifies you personally, such as your name, address, email address or telephone number etc. **Special category personal data:** This includes your racial or ethnic origin, sexual orientation and health.

To enable our household item suppliers to deliver an item to you, we will also need to share some of your personal data with them, but this will not include any special category personal data. Our current suppliers are:

**AO Retail Limited** and **Dreams Ltd** (suppliers of household items). If we change suppliers, we will notify you and update our privacy notice.

**Please sign and date below where indicated, to give consent.** Please note that we will be unable to continue with your application for support if we do not have your consent. You can withdraw your consent at any time, but that does not affect the validity of your consent up to that point.

I confirm that I have read the Charity's Privacy Policy provided with this form and I have spoken to other members of the household about providing their information on the application form. I freely give my fully informed consent:

1. To allow the Charity to collect special category personal data about me and other members of the household during the application process to assess our eligibility for a grant.
2. To allow the Charity to share my name and contact details with its household goods suppliers if my application is successful.

<b>Full printed name of person requesting a grant</b>	
<b>Signed (person requesting a grant)</b>	
<b>Dated</b>	DAY / MONTH / YEAR

**Due to GDPR if this consent form is incomplete we cannot process your application.**