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| **Money Well Sign up form** | | | |
| ***Client Details*** | | | |
| **First name**: | | **Last name**: | |
| **Gender**: | | **Date of birth**: | |
| **Address**: | | **Home number**:  **Mobile number**:  **Work Number:**  **Email Address:** | |
| **Marital status**: | | **Immigration status**: | |
| **Housing status**: | | **Ethnicity**: | |
| **Interpreter Needed: Yes/No** | | **Language:** | |
| **Health issues or disability (includes other household members)**: | | | |
| ***Please give details below of any days or times where you would not be available to attend either one to one appointments with your caseworker or the training sessions (please try and be as flexible as possible)*** | | | |
|  | | | |
| ***Please give a brief summary of why you want to take part in this programme?*** | | | |
|  | | | |
| **Confidentiality and Taking Part of this Programme**  **Thank You** – You have just shared a lot of personal information and we know that you are more than just your age, housing status and ethnicity! By filling out this form we won’t have to continually ask the same questions and we can talk about more important matters. This data helps us understand who we are helping and allows us to run the best service possible.  **Data Protection Act 1998** - In order to help you we need to store information about you and the law says that we must get your consent to do this, by completing this form you consent that we can do this. We keep your information on a secure online database for a minimum of six years before it is destroyed. Everything you tell us will be treated confidentially. We may use some of this data to produce anonymous statistics, but we won’t share any personal details. There may be instances where an external auditor may review the information we hold on you relating to your legal matter. You have the right to request to see, alter or remove the information we hold on you, to do this please speak with our Services Manager.  **Evaluation** – we are able to provide this service through statutory, trusts and foundation income. Funders or the media may like to find out what you thought about the service we gave you and how this has impacted your life. The information you give will be passed to a research organisation to evaluate the project, and they may contact you in the future to do this. This helps us improve the service we provide and ensure we are able to continue to secure funding for the future. This is optional and you can still receive free advice through our other service but you will not be able to take part in this specific programme.  **Permission to act on your behalf** – To assist you with your legal problem we may need your authority to act on your behalf in order to deal with your case. Without your consent many third parties will not talk to us.  In signing this document, you confirm that you have read and understood the programme summary and agree to the participation requirements contained within. | | | |
| **Signature** | **Print Name** | | **Date** |
| * Where the client is not present (e.g. where the advice is delivered by phone or by digital means), tick this box to confirm you have communicated the data protection declaration. | | | |

**If this service is oversubscribed, we will allocate places on a first come first served basis. The deadline to sign up is Friday 29th September.**

Once completed please email this to [jonakey@advisingcommunities.uk](mailto:jonakey@advisingcommunities.uk) or post it to: *Advising Communities, The Foundry, 17 Oval Way, London, SE11 5RR.* If for whatever reason you are unable to complete and send this document yourself, you can call 020 3752 5494 for assistance.

We will be in touch with you as soon as possible to discuss the programme in more detail and to organise your training schedule and book your first appointment.