

Wiltshire Health Improvement Hub referral form

Please complete all sections of the form and return to: Wiltshire Health Improvement Hub, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, BA14 8JN.
Or by email: health.coaches@wiltshire.gov.uk

Please select service you require:			
Healthy Improvement Coaches - Health and mental wellbeing <input type="checkbox"/>			
Healthy Us - Adult group weight management <input type="checkbox"/>			
Smoke Free Wiltshire – Stop smoking <input type="checkbox"/>			
Healthy Me – Child and family weight management (please request Healthy Me referral form)			
Details of person being referred:			
Name:			
Full postal address:			
Postcode:			
Phone numbers:		Can we leave a message? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Email address:			
Date of birth:		Gender identity:	
Ethnicity (this is optional):		Smoking status: Smoker <input type="checkbox"/> Non-smoker <input type="checkbox"/> Ex-smoker <input type="checkbox"/>	
GP surgery:			
Details of person completing this form and relationship:			
Name:		Self-referral: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Relationship to participant:			
Organisation name and contact details:			
Email:			
Phone number:			
Additional information:			
Please list any additional information you would like us to know that will help us support you to access our service (i.e. long term health condition, learning disability, access needs) and current medication (including stop smoking products):			
Baseline measurements (for weight management support - recordings in the last 6 months):			
Weight:	Height:	BP (if known):	BMI (if known):

Consent – to be completed for ALL referrals

I give consent for the personal details on this form to be shared with the Wiltshire Health Improvement Hub team and I confirm that I have read and agree to the term and conditions and data subjects' information notice below.

Signature of person being referred: _____

Date: _____

If the person being referred has given verbal consent to share details, please tick to confirm that they have read the terms and conditions and the data subjects information notice below

Referrer Name:

Referrer Signature:

Term and conditions – Please read

- **Wiltshire Health Improvement Hub coaches are not clinically trained.** If you have any existing medical conditions or plan to make significant lifestyle changes, **then you are advised to consult your doctor.** Furthermore, if you experience adverse effects from making changes whilst being supported by a coach you must also consult your doctor. The coach can support you and offer guidance to enable you to make healthy choices but will not be sufficiently qualified to offer health advice.
- **Your commitment:** To get the best out of the service it's important to attend all arranged appointments. If you are unable to attend your appointment you must give reasonable notice to cancel an appointment. Three missed one to one appointments may result in support being stopped; this is to ensure all Wiltshire residents have the opportunity to use the service.
- Everything discussed with your coach will be kept confidential **unless** they are concerned about your safety, the safety of others or a legal issue. **Coaches will then share** the information with a relevant professional.
- On rare occasions, your coach may be observed by others within the service for training and quality assurance purposes.
- **All data** will be stored securely on paper and electronically on the *NDCRS system. (*National data collection and reporting system).

Data subjects' information notice – Please read

1. **Data controller:** Wiltshire Council is registered as a data controller with the Information commissioner's office. Full details of the registration are available at <https://ico.org.uk>
2. **Data controller contact details:** We can be contacted by phone, in person, or in writing <http://www.wiltshire.gov.uk/contact>
3. **Data protection officer :** Our DPO may be contacted as above or online at dataprotection@wiltshire.gov.uk
4. **Purpose of processing:** The Wiltshire Health Improvement Hub will process your personal information for the following purposes; maintaining our own accounts and records, provision of training, corporate administration and all activities we are required to carry out as a data controller and public authority, evaluation and quality assurance purposes, you may receive a feedback phone call, undertaking research
5. **Legal basis for processing:** Our processing shall be lawful because at least one of the following will apply:
 - a) the data subject has given consent to the council for processing of their personal data for one or more specific purposes;
 - b) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the council;If your special category data such as health data is processed, in addition to one of the above, processing will be necessary because at least one of the following shall also apply:
 - a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
 - b) for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices,
 - c) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes .
6. **Recipients or categories of recipients:** Where necessary and lawful, or when required by legal obligation, we may share information with; healthcare, social and welfare organisations, service providers, local and central government, professional advisers and consultants, courts and tribunals, police forces, data processors, courts, prisons, local and central government, partner agencies, approved organisations and individuals working with the police, healthcare professionals, law enforcement and prosecuting authorities, NDCRS – National data recording system.
7. **Retention period:** Wiltshire Council will process your personal data for the above purposes for no longer than necessary. Retention periods have been determined for different categories on information. The information processed for the above purposes will be kept for 25 years from the date of the last recording about you.
8. **Your rights:** Your rights are set out in articles 13 to 22 of the General Data Protection Regulation (GDPR) 2016: 1) The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances. 2) The right to withdraw any consent you may have given to process your personal information. The right to complain to the Information commissioner.
9. **Contracts:** The information you are giving us is not a statutory or contractual requirement; or a requirement necessary to enter into a contract. You are not obliged to provide this information. Failure to provide us with the information may result in us being unable to enrol you onto our programme of work.
10. **Automated decision making:** Wiltshire Council does not use automated decision making in respect to your personal information in this programme.