

## **Verbal and written consent arrangements.**

### **Please complete all boxes**

#### **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**

#### **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. (Our grant application system 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 'Purpose of grant and supporting 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**

Please complete **Section 1** or **Section 2** of the form see below for which section to complete.

#### **Uploading a completed consent form**

- 1) Please either scan or take a picture of the consent form (it must be saved as a PDF or JPG file format).
- 2) Upload it to the application by going to the Data Protection section at the end of the application form.
- 3) Press the Choose files and click on the saved consent form.
- 4) Press the 'Upload' button, to upload the file to the application.

## Section 1 – verbal consent

We appreciate that it is not always possible for the person requiring support to provide written consent, support workers are required to verify that verbal consent has been obtained. Please read the statements 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.
2. I have explained to the person I am supporting the contents of The Mrs. L D Rope's Third Charitable Settlement Privacy Policy ([Rope Trust Privacy Notice.docx](#)) and how their personal data will be used by the Charity and its suppliers of goods, if I apply for a grant to the Charity 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 The Mrs. L D Rope's Third Charitable Settlement to use their personal data in line with the purposes set out in The Mrs. L D Rope's Third Charitable Settlement Privacy Policy.

**Complete all boxes.**

<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 (printed is acceptable):</b>	

**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.**

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

## Section 2 – written consent

Dear Applicant,

The Mrs. L D Rope's Third Charitable Settlement (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.

Your support worker will also provide you with a copy of the Charity's Privacy Notice [Rope Trust Privacy Notice.docx](#)

**Personal data:** This includes any details that identify you personally, such as your name, address, email address or telephone number etc.

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. Our current suppliers are:

Ipswich Furniture Project  
British Heart Foundation  
Ipswich Borough Council  
Kesgrave Carpets Ltd  
Hughes Trade Ltd  
E B Carpets  
Ryan Bloomfield Flooring

**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 Notice 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 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.**

We are a data controller registered with the data protection regulator, the Information Commissioner's Office (ICO).

Registration number: Z3463654.

The Mrs. LD Rope Third Charitable Settlement (Reg. Charity No. 290533).