



## PRIVACY STATEMENT

### Our contact details

Name: Pilsdon Community  
Address: Pilsdon Community  
Pilsdon Manor  
Pilsdon, Bridport  
DT6 5NZ

Phone No: 01308 868308  
E-mail: [pilsdon@pilsdon.org.uk](mailto:pilsdon@pilsdon.org.uk)  
Website: [www.pilsdon.org.uk](http://www.pilsdon.org.uk)

Data protection contact – The Warden at Pilsdon

### What type of information we have

We currently collect and process the following information:

- Name, date of birth, telephone number, references, medication details, doctors and other professionals details, needs and risk assessments, correspondence, bank details

### How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- For the purposes of application to stay
- For the purposes of payment for staying
- For your welfare and benefit

We also receive personal information indirectly, from the following sources in the following scenarios:

- West Dorset District Council for housing benefit payment
- Medical information from various services

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information are:

- (a) **We have a legitimate interest.**

- (b) **Your consent. You are able to remove your consent at any time. You can do this by contacting the Warden**

## **What we do with the information we have**

We use the information that you have given us in order to

- Assess suitability for life at the Pilsdon Community
- Support you in your life at the Pilsdon Community

Disclosure of personal information without the informed and written consent of the individual concerned can only be made to certain organisations under certain exceptions (refer to Pilsdon Community Policy No. 4, Confidentiality and Privacy).

## **How we store your information**

Your information is securely stored in a locked cabinet in a locked office.

We keep your personal data for a period of 3 years from leaving. We will then dispose of your information as per Pilsdon Community Retention and Disposal policy.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [pilsdon@pilsdon.org.uk](mailto:pilsdon@pilsdon.org.uk) or ask the Warden if you wish to make a request.

**How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113



21 August 2019

### **GUEST APPLICATION FORM**

Pilsdon was founded in 1958 as a community of people who endeavour to live together as one household according to the precepts of the Christian Gospels, offering shelter, hospitality and spiritual refreshment for those in need of refuge without regard to gender, race or creed.

There is a daily pattern of prayers (optional), meals, work and recreation. Everyone is expected to assist to the best of their ability with any work required. It is a dry house and the consumption of alcohol or illicit drugs on or off the premises is not allowed. Pilsdon is not a detoxification or treatment centre and does not accept people on methadone or similar prescriptions.

There is a referral process, this form being the first stage. We aim to make Pilsdon a safe place for those who live here. We do not accept people who have a history of, or convictions for sexual abuse, arson or non-drug /alcohol related violence.

Information that you give on this form will be treated as confidential unless it is clearly necessary to share it to protect your health or safety or the health and safety of others.

Name & current address.		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of birth:	Telephone Numbers (inc mobile):		
Home address if different from above			
Why do you want to come to Pilsdon? How do feel that coming to Pilsdon will help you?			

Are you taking any medication? If so what and for what condition(s)?

What is the name and address of your GP?

Are you seeing any specialists? Please give details.

Do you have a social worker, probation officer, community nurse or other professional help at present? If so please give details.

Have you had any serious illnesses in the past? Please give details.

<p>Do you have any allergies or special dietary requirements? We are only able to offer a vegetarian alternative.</p>
<p>Have you had a problem with drugs and/or alcohol? If you have please give details. Do you require a detox before coming to Pilsdon?</p>
<p>If you have a record of criminal offences, please tell us about them.</p>
<p>There is a fee for staying at Pilsdon.. Are you receiving any benefits? Are you eligible to receive housing benefit? (You will need to be in receipt benefits or have independent means to cover your costs – please note we cannot accept people who are on JSA).</p>
<p>What is your current accommodation (e.g. rented/living with family/homeowner etc.)?</p>
<p>Emergency contact details:</p>

Please tick the box to tell us your ethnic background and religion. (This information helps us to ensure that we are not acting discriminatively and to provide the appropriate support).

**Ethnic background**

White – British  Irish  Other

Mixed – White & Black Caribbean  White & Black African  White & Asian  Other

Asian or Asian British – Indian  Pakistani  Bangladeshi  Other

Black or Black British – Caribbean  African  Other

Chinese or other ethnic – Chinese  Other

Refused –

**Religion** – Buddhist  Christian  Muslim  Sikh  Jewish

Hindu  Other .....

Signed \_\_\_\_\_

Date \_\_\_\_\_



Your ref:

IT IS VERY IMPORTANT THAT YOU FILL IN THE **TWO** CONSENT FORMS, SIGNING EACH ONE.

**CONSENT FOR RELEASE OF INFORMATION**

I consent to the relevant personal information being given to the Pilsdon Community by the persons/organisation named below, for the purpose of my application to that community, on the understanding that any information released to Pilsdon will be treated as confidential.

Signed..... Date.....

Your Name and Address (please print):

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.....  
.....

Names and Address of your Doctor:

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Signed..... Date.....

Your Name and Address (please print):

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Name and Address of another professional person who knows you (e.g. Social Worker, Probation Office, Community Psychiatric Nurse etc.):

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