FUNDERS/PARTNERS 

Brief Solution Focused Therapy

For Parents

A small change is all that is needed to make a big difference.



**Are you feeling stuck?**

**Do you want change?**

**Are you motivated to make said change?**

**And do you want a different approach to create this change?**

**If you answered yes to these questions then Brief Solution Focused Therapy would be suitable for you. Find Your Spark – Psychology Service will provide four - (FREE) confidential one hour sessions to be held in your local school, the Colchester Youth Enquiry Service (Y.E.S) or the tranquil surroundings of Lexden.**

**To book your place please complete attached referral form and email michelle@findyourspark.co.uk**

**Or to find out more you can call**

**Michelle Shavdia - 07834 552 514**

 

Brief Solution Focused Therapy Referral

Parent Name:

Child’s School:

Phone number:

Email address:

Reason for referral:

The four FREE Brief Solution Focused Therapy Sessions can be delivered in a private, safe and confidential room at your child’s school or alternatively you can be seen in Lexden. Please indicate your preference below by **marking X**

**In School: please name school**

**Youth Enquiry Service, Colchester**

**Lexden, Colchester**

Thank you. Sessions will typically take place on a Thursday. Evening appointments can also be arranged.

**CANCELLATION/MISSED APPOINTMENTS**

**Please be advised that should you need to cancel your appointment you will need to give 48 hours’ notice. Failure to give adequate notice results in a charge to our service and so this will then reduce your overall allocated sessions.**

**PLEASE SIGN CONSENT AT THE END OF THE BELOW DATA PRIVACY NOTICE**



**DATA PROTECTION NOTICE**

 **Find Your Spark**

**1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by *[the General Data Protection Regulation 2016/679 (the “GDPR”)*].

**2. Who are we?**

Michelle Shavdia, founder of Find Your Spark is the data controller (contact details below). This means she decides how your personal data is processed and for what purposes.

**3. How do we process your personal data?**

Find Your Spark complies with its obligations under [*the GDPR*] by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

* To inform individuals of news, events, activities or services running at Find Your Spark
* To input those that attend training scores on the pre and post measurement spreadsheet. These are anonymous. We also collect one to one scores on the Outcome Star assessment tool

**4. What is the legal basis for processing your personal data?**

**Article 6 Lawful Processing**

**Processing shall be lawful only if and to what extent that the below requirements apply:**

* The individual whom the personal data is about has consented to the processing, or in the case of a child the parent/guardian has given consent.
* The processing is necessary: in relation to a contract which the individual has entered into; or because the individual has asked for something to be done so they can enter into a contract.

**Article 9 Lawful Processing**

* Explicit consent of the data subject [or in the case of the child, the parent/guardian has given consent] see consent form.

[x]  Explicit consent of the data subject;

This is so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events - See consent form at the foot of this notice

**5. Sharing your personal data**Your personal data will be treated as strictly confidential, and will be shared only with other members of Find Your Spark/MTEP/partnering organisations WITH YOUR CONSENT you are aware of. We will only share your data with third parties outside of Find Your Spark such as funders with your consent.

**6. How long do we keep your personal data[[1]](#footnote-1)?**

**We will keep your personal data for no longer than reasonably necessary and will review the data that we are holding annually and delete/discard data that is no longer relevant and ensure all organisations with copies of the information delete it also.**

**7. Your rights and your personal data**

Unless subject to an exemption [*under the GDPR*], you have the following rights with respect to your personal data: -

* The right to request a copy of your personal data which Find Your Spark holds about you;
* The right to request that Find Your Spark corrects any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data is erased where it is no longer necessary for Find Your Spark to retain such data;
* The right to withdraw your consent to the processing at any time
* The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
* The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
* The right to lodge a complaint with the Information Commissioners Office.

**8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**9. Contact Details**

To exercise all relevant rights, queries or complaints please contact the Data Protection Officer at Parsons Hill House, Beech Hill, Colchester, CO3 4DU.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

 **FIND YOUR SPARK UTR: 2905349460**

**Consent to Access Support & Share Information**

Please read carefully, complete the restriction box if appropriate, then sign and date the form. If you have any concerns please discuss with the practitioner working with you.

By signing this form you are confirming that you have read this Data Privacy Notice and that you are consenting to Find Your Spark holding and processing your personal data for the following purposes - please tick the boxes where you are happy to grant consent: -

☐ To provide you with the relevant support services required to address the identified need

☐ Agree that personal information about me, me/our child(ren) may be shared with or requested from other agencies and with other professionals, so that my family’s needs can bet met.

☐ Understand my right to restrict what information may be shared and with whom

☐ Understand that I may withdraw my consent to share information at any time, but this may result in a reduction of services being available.

☐ keep you informed about news, events, activities and services

[ ]  To share your outcome scores with funders/partnering organisations so that we can continue the good work we do

[ ]  All of the above;

By email [ ] by text [ ] by post [ ] by phone [ ]

Information I do not want shared:

**Signed: Date:**

**Print Name: Parental Responsibility:**

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we may be unable to provide you with the services required.

If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by speaking with your support worker or contacting. michelle@findyourspark.co.uk, or in writing to: Find Your Spark, Parsons Hill House, Beech Hill, Colchester, CO3 4DU. Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point

1. [↑](#footnote-ref-1)