

PRIVATE AND CONFIDENTIAL

**REFERRAL FORM**

EU Settlement Scheme

For **Citizens Advice Cornwall** to assist you with your EU Settlement scheme application we need to ask you a few questions before we proceed.

Please complete and return to **euss@citizensadvicecornwall.org.uk.**

**Date of referral:**

|  |  |
| --- | --- |
| CLIENT’S DETAILS | |
| **FIRST NAME(S)**: |  |
| **LAST NAME(S):** |  |
| **DATE OF BIRTH:** |  |
| **NATIONAL INSURANCE NUMBER:** |  |
| **ADDRESS:** |  |
| **NATIONALITY:** |  |
| **DATE OF ENTRY INTO THE UK:** |  |
| **MOBILE TELEPHONE** (SMS/Voicemail permitted): |  |
| **HOME TELEPHONE** (contact allowed/ voicemail permitted): |  |
| **EMAIL** (contact allowed): |  |
| **LANGUAGE SPOKEN:** |  |
| **REFERREE DETAILS** | |
| **FIRST NAME(S)**: |  |
| **LAST NAME(S):** |  |
| **ORGANISATION:** |  |
| **POSITION:** |  |
| **TELEPHONE NUMBER:** |  |
| **EMAIL:** |  |

**Citizens Advice Cornwall** is registered with the Information Commissioner’s Office and will process your personal data in accordance with the General Data Protection Act 2018. We have a legitimate interest to record the following pieces of information about you. You can decline this consent.

**Permission to store and process your data**

To help with your application we may need to record details of your case in compliance with the GDPR.

To comply with the Data Protection Act (GDPR), we must ask for your permission to store and process your personal and sensitive data for this purpose.

**Permission to share data**

Your privacy is important to us. We will sometimes need to share yourinformation with our partners so that we can help resolve any issues that you have. We may also share information about issues within our office. We might share your **anonymised** data with our partners to monitor and improve our service.

I give our consent to Citizens Advice Cornwall recording sensitive personal information about me.

**Name:**

**Date:**

Citizens Advice Cornwall advisers are only able to assist with **straight forward** EU Settlement Scheme applications. If your case is more complex, we will refer you to other organisations that can assist you.