

GDPR agreement for client representatives (“referrers”)

In making referrals to the Marian Elizabeth Trust Programme, you will be processing and sending information to us that is classed as Personal Data under The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA18). This is including but not limited to any information relating to a child or household which is included in a referral.

1. You agree that, in relation to any information that we provide to you, or which you collect as part of your referral to us:

- (a) you will only use such information for the purpose of collecting referrals for assistance from your applicant and submitting them to us (“the Permitted Purpose”) and not for any other purpose unless (a) otherwise required by law (in which case you will promptly notify us before doing so unless you are not legally permitted to notify us) or (b) otherwise instructed by us in writing;
- (b) you will put in place appropriate technical and organisational security measures to protect against unauthorised or unlawful processing of such information and against accidental loss or destruction of, or damage to, such personal information (having regard to the sensitivity of the information and the potential harm that could be caused should any such issue arise);
- (c) you will not transfer any such information outside of the European Economic Area;
- (d) you will assist us in responding to any request from any person whose information is referred by you to us, and (where we reasonably require) in ensuring our own compliance with UK GDPR with respect to security, breach notifications, impact assessments and consultations with the Information Commissioner’s Office;
- (e) you will not appoint any third party to fulfil the Permitted Purpose on your behalf;
- (f) You will only provide to us information which is true and accurate, to the best of your knowledge.

2. You agree that before submitting each referral to us:

- (a) You will provide a hard copy of the Family Leaflet to the family, which makes them aware of the “terms and conditions and data protection statement for applicants to the Marian Elizabeth Trust Programme” and give them the opportunity to read it.
- (b) You shall, prior to submitting the referral, obtain consent from the family to us processing the information contained within their referral in accordance with such terms and conditions and data protection statement. The consent should be specific to the referral to us.

By making a referral to us on behalf of a family, you acknowledge and agree to act in accordance with the contents of this agreement.