**A screenshot of a cell phone

Description automatically generated**

**Bentley Baptist Community Food Bank**

**Referral Form**

**Please complete IN FULL and e-mail to**

**foodbank@bbcdoncaster.co.uk**

**Client’s Full Name**

**Client’s Address**

**(inc Post Code)**

**Client’s Contact Number**

**Clients Date of Birth**

**Household Size (Please complete with ages)  Single  Married  living with partner**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ages of Adults:** |  |  |  |  |  | Total Number: |
| **Ages of Children:** |  |  |  |  |  | Total Number: |

**Reason for Referral**

**(eg benefit delay/debt/etc)**

**Special Dietary Requirements**

**How long will support be required? (Please refer to “Support Period” overleaf)**

**One-off  2 Weeks  3 Weeks  4 Weeks  5 Weeks  6 Weeks**

**Referring Agency:**

**Doncaster Community Hub  Key Worker/Social Worker \*\***

**Doctor’s Surgery \*\*  School \*\*  Christian Church \*\***

**\*\* Name of Organisation**

**Referrer’s Full Name**

**Please provide a publicly-available phone number**

**Date of Referral PTO for GDPR**

**Support Period: We are happy to agree to a referral lasting up to six weeks if you believe this is required. We will call you when the last parcel is being delivered to see if things have changed. However, we are relying on grants and donated food, so please don't just tick 6 weeks. And if things turn around in the meantime, do let us know, so that we can redirect unrequired support elsewhere. Thank you.**

**GDPR PRIVACY NOTICE**

**We are committed to ensuring that your privacy is protected and we strictly adhere to the provisions of all relevant Data Protection Legislation, including GDPR, ensuring all personal data is handled in line with the principles outlined in the Regulation.**

**Data from referring agencies will only be used for the purposes of processing or querying a referral. Data will be kept securely for a reasonable length of time to ensure transparency of the Food Bank operation.**

**Data concerning the Client will be kept and used to monitor frequency of access to the Food Bank. If a referral is made for someone living outside the Bentley area and there is another Food Bank that the Client may be able to access, we reserve the right to contact that Food Bank and enquire if an individual has accessed their provision.**

**Data will be kept for a reasonable period to enable the monitoring of referrals and access to the Food Bank. Anonymised data may be used for the purposes of reporting Food Bank usage and for future grant applications.**

**FOOD BANK USE ONLY**

**Date referral received Received by**

**Support First Final**

**Period Date Date**



[**foodbank@bbcdoncaster.co.uk**](mailto:foodbank@bbcdoncaster.co.uk) **07574 907597 BBCFoodbank**



**bbcdoncaster.co.uk/community**

**Bentley Baptist Community Food Bank**

**c/o Bentley Baptist Church, Askern Road, Bentley DN5 0EW**

**Bentley Baptist Church is a Charitable Incorporated Organisation**

**Registered in England and Wales No 1190319**