

Watford Mencap

As part of our aim to improve our communication we are asking everyone to fill in this form. The information we are requesting will enable us to communicate with people in the most efficient way that best meets their needs. If you would like help to complete the form please contact us.

Please do take a few minutes to complete and return this form. By providing us with the correct contact information we will be able to communicate with you in the most cost effective way, ensuring that the charities funds are used in the best possible way to support local families.

Please return this form to Watford Mencap, Freepost RSGT-LLTELBT, The Old Town Hall, 105 High Street, Rickmansworth, WD3 1AN. Alternatively you can find the form on our website and once completed please email it to rkreloff@watfordmencap.org.uk



About You

Name:

Address:

Telephone Number:

Mobile Number:

Email address:

Job Title:

(if applicable)

Are you a

Man

Woman

I don't want to say



Contacting You

We want to contact people in the way that they prefer and also want to avoid duplication and expense. Please tell us how you want to be contacted.

What is the best way for us to contact you?

By email

By post

By telephone

How would you like us to send information to you?

By email

By post

If you receive our newsletter In Touch, how would you like to receive it?

By email

By post

If you have requested post we will only send one copy to each household



Data Protection

In order to provide a service to you we need to keep all information about you and the law says we must get your consent to do this. All information will be kept for a period of six years from the last contact we have with you, when it will be disposed of confidentially. If you would like to know more about this, please contact us.

How the information will be used

Everything you tell us will be treated confidentially and will only be shared, with your consent with others that we think will be able to help you. To ensure people accessing Watford Mencap receive a quality service, individual files may also be audited by outside agencies that are required to monitor the quality of our services. If you choose not to give us permission to keep the information we will do our best to help you but this may be limited.

Declaration

I confirm that I have understood how Watford Mencap will use my information and agree that they can keep it.



Signature _____

Date: _____

Print Name: _____

