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 **IASK REFERRAL FORM**

 IASK offers legal and welfare support to people seeking asylum, refugees, and migrants in Kirklees.

**WE ARE NOT AN ACCOMMODATION PROVIDER**.

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| **About the person making the referral** |
| Name |  |
| Job Title/Organisation |  |
| Telephone |  |
| Email |  |
| Referral Date |  |

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| **About the person being referred** |
| Name |  | Nationality |  |
| Gender |  | Date of Birth |  |
| Languages spoken  |  |
| Legal Status | Asylum Seeker |  | Refugee |  | Migrant |  | BritishCitizen |  | Other |  |
| Level of English | None |  | Basic |  | Intermediate |  | Advanced |  |  |  |
| Telephone number(s) |  |
| Email *(if they have one)* |  |
| Address *(if they have one)* |  |
| Dependant family members  | *Name* | *Relationship to person being referred* | *Age* |
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| Welfare Support |  | Welcome Mentors/Integration/ Buddying |  |
| Legal Advice |  | Post Decision Support |  |
| Asylum Guide  |  | Travel Document |  |

Additional Notes

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| **Other Organisations** |
| Are there any other organisations involved in supporting the individual being referred and/or their family? (e.g. social worker, lawyer, other support worker, etc.) If yes, please give details. |
| *Name* | *Job Title* | *Organisation* | *Contact Tel/Email* |
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| **Risk Assessment** |
|  | *Tick* | *Please give details* |
| Violence/aggression | ☐ |  |
| Mental health issues | ☐ |  |
| Physical health issues (inc. COVID vulnerability) | ☐ |  |
| Learning difficulties | ☐ |  |
| Substance misuse | ☐ |  |
| Domestic violence | ☐ |  |
| Criminality | ☐ |  |
| Child sexual exploitation | ☐ |  |
| (Potential) Victim of human trafficking | ☐ |  |
| Social care involvement | ☐ |  |
| Safeguarding concerns | ☐ |  |

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| Who we areIASK is a Kirklees-based charity set up to support asylum seekers and recently granted refugees. What we do with your dataThe information you have provided on this form will be stored and processed by us in order to in order to: * determine what service you are eligible to receive from us and
* decide what our advice to you will be and how best to act on your behalf, as instructed by you.

How long we keep your dataIf we are not able to offer a service, we will destroy the data provided on this form immediately.If we are able to offer you a service, we will retain the data in our electronic and other records.Any client can withdraw consent for us to hold and process their data, at any time, by informing us verbally or in writing. To request your data to be destroyed, write to us at our email address (below). In any event, we will destroy all data we hold 7 years after the last contact with a client.When and how we share your dataUpon registration at IASK, we will ask all new clients to sign a Client Personal Data Consent form. We will not request other organisations to provide personal data without this consent nor without explaining why such data *may* enable us to work in the client's interest. |
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