



Registered as VITAL Projects  
Charity no: 1155071

## Consent and Confidentiality form for Vital Advocacy Services

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This consent is given on the understanding that Vital are an independent organisation providing advocacy support to individuals, including Independent NHS Complaints Advocacy (ICAT). Vital will manage all information in line with good practice and data management requirements. Further information about our services can be found in the information leaflet which we will provide.

By signing this consent form, I authorise Vital and the Advocate working with me to act on my behalf and understand this may attending meetings, contacting relevant professionals or personnel, speaking to, or writing to individuals and organisations. I consent to Vital requesting on my behalf, access to and, where appropriate, originals or copies of any information, documents, or other material to which I am entitled, whether this is held in written, electronic, or other form.

- I consent to the advocate speaking / writing on my behalf; and for them to have access to confidential information as necessary to provide advocacy support. The advocate will work under my instruction wherever possible and where not possible work in my best interests.
- I consent to Vital keeping an accurate record of work they undertake in relation to my advocacy case and am aware that I can request access to records made about my case. I understand that information shared by myself, and others will be kept confidential within Vital unless this breaks the law or presents a safeguarding risk.
- I consent to Vital sharing anonymised data and will ensure that any personal identifiers are removed.
- I consent to Vital contacting me with information pertinent to my advocacy case.

### **This consent is also given in the knowledge that Vital cannot:**

- Guarantee any specific outcome but can support you to have your voice heard.
- Give advice or make decisions on your behalf but will gather information to enable informed decision to be made as appropriate.
- Work outside of the parameters set by other agencies, such as NHS complaints processes and timeframes.
- Take legal action but may be able to support you to access legal support.

### **Right to Withdraw Consent:**

- I understand that I have the right to withdraw this consent at any time and acknowledge that Vital will not continue to provide the advocacy services after consent is withdrawn.
- I understand that this consent remains in force until the issue(s) has been/have been concluded or until I notify Vital that this consent is withdrawn, - whichever is the earlier occurrence.

Vital does not accept or expect that anyone should be subjected to discriminatory or abusive behaviour and or language. On the rare occasion that this might arise in relation to services we provide we will terminate access to those services.

<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	