

# SAHELIYA REFERRAL FORM



## OFFICE USE ONLY

Date Referral Received:

Received By(Full Name):

Client ID:

**Have you accessed Saheliya services before?**

Yes  No

Please specify service:

**Are there any family members currently accessing Saheliya's services?**

Yes  No

Please specify service:

**Name:**

**Address:**

**Phone:**

**DOB:** DD/MM/YYYY

**Email:**

**NIN (optional):**

**Preferred method of contact:** Phone  Text/WhatsApp  Post  Email

## Additional Information

**Nationality:**

**Ethnicity:**

**Country of origin:**

**Religion:**

**Languages spoken:**

**Language Support Required?** Yes  No

**Marital Status:**

**Children:** Yes  No

**Children Names**

**DOB**

**School**

## Occupational Status

**Student:** Full Time  Part Time

**Unemployed:** Jobseeker  Homemaker

**Employed:** Full Time  Part Time

**Current Occupation:**

<b>In case of emergency, please contact:</b>		
Relationship:		
<b>GPSurgery:</b>	Number:	
Medication (optional):		
<b>Service Request:</b>		
Group Work <input type="checkbox"/>	Learning Hub <input type="checkbox"/>	Counselling <input type="checkbox"/>
Complementary Therapies <input type="checkbox"/>	1:1 Support <input type="checkbox"/>	Young Saheliya 12-25 <input type="checkbox"/>
<b>Referral Made By:</b>		
Self-Referral <input type="checkbox"/>	Third Party Referral <input type="checkbox"/>	Relationship:
Name & Organisation:		
Phone:		
Reason for Referral:		
Date of Referral:		

**Anything else you would like us to know:**

<b>Please return form to:</b>	Saheliya, St Rollox House, 130 Springburn Road, Glasgow, G21 1YL
<b>Email:</b>	Admin.glasgow@saheliya.co.uk
<b>Phone:</b>	0141 552 6540

Saheliya is committed to meeting its obligations under the Data Protection Act (1998). Saheliya will hold and process relevant information in order to provide the services that you require. It is the policy of Saheliya to ensure that all data provided by you or the person referring you to the service will be stored securely and checked for accuracy and authenticity as the opportunity arises.

You have the right to access the personal information that Saheliya stores on you, subject to other legal restrictions and third party confidentiality. If you wish to see these details please ask the Manager or Coordinator of the service who will provide you with access to information specific to you. Should you have a complaint regarding the processing of your personal data you should write to the Data Controller, Saheliya, 125 McDonald Road, Edinburgh, EH7 4NW. By consenting to being referred to a Saheliya service and having read the statement above, you are providing your consent for that data to be held and processed.

Further details regarding our privacy policy can be viewed at the following address.  
[www.saheliya.co.uk/saheliya/downloads](http://www.saheliya.co.uk/saheliya/downloads)