

Please send completed forms to tbregistrations@glasgow.gov.uk

Referral date			
I would like to register for the below Towards Better Futures Service			
DYW Coordinator – Destination support		On Route – Post School Employability Service	
Next Steps – Post School Vocational Training		Onto College – Transition Support Service	
Personal Information			
Participant Name		DOB	
School Attending/Attended			
What date did you leave school (DD/MM/YY) if applicable			
Address			
Postcode			
Contact Number		NI Number	
E-mail Address			
Preferred Career Choice			
What is your sex? (please choose)			
Do you consider yourself to be trans, or have a trans history? (please choose)			
What is your Highest level of education?			
Economic status at start date			
If Unemployed or Economically Inactive at start date - Length of time out of work?			

Participant characteristics and circumstances - Please tick all that apply
(further guidance given on last page)

Childcare (if a parent)		Transport	
Care Experienced		Caring Responsibilities	
Armed Forces Veteran		No or limited work experience	
Asylum seeker		Refugee	
Criminal convictions		Substance related conditions	
Homeless or affected by housing exclusion			

Parental Status

Parental Status (please choose)			
If you are a parent please complete the below Parental Information (Parents Only)			
Living with dependent children			
Number of dependent Children			
Disabled child or adult (not the participant) within family			
Age of youngest dependent child			
Accessing funded childcare			
Accessing eligible 2 year-old place			
PESF Eligibility - Family Grouping – Tick all that apply (Parents Only)			
Lone Parent		Parent with a disability/ Long term health condition	
Child with a disability		Parent age below 25	
Ethnic Minority		3+ Children	
Youngest child younger than 1			



Disabilities

Disabilities – All the following questions are to be completed - please select your answer
(further guidance given on last page)

Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?	
If Yes in previous question: Does your condition or illness/do any of your conditions or illnesses reduce your ability to carry-out day-to-day activities? If No then select N/A - no long-term illnesses or conditions.	
Deafness or partial hearing loss	
Blindness or partial sight loss	
Full or partial loss of voice or difficulty speaking (a condition that requires you to use equipment to speak)	
Learning disability (a condition that you have had since childhood that affects the way you learn, understand information and communicate)	
Learning difficulty (a specific learning condition that affects the way you learn and process information)	
Autism Spectrum Disorder / Condition	
Other developmental disorder (a condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language)	
Physical disability (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying)	
Mental health condition (a condition that affects your emotional, physical and mental wellbeing)	
Long-term illness, disease or condition (a condition, not listed above, that you may have for life, which may be managed with treatment or medication)	
Other condition	



Equalities

Equalities –

Towards Better Futures on behalf of Glasgow City Council and the Scottish Government, are asking you for some information about yourself to ensure we comply with the Equality Act 2010. This is a law to make sure all people are treated fairly and equally. Glasgow City Council and The Scottish Government will use your information to monitor the effectiveness of No-one Left Behind services, and to ensure that there are equal opportunities for everyone to achieve their potential, irrespective of race, sexual orientation and/or religion or belief.

Your information will never be published in a way that allows you to be identified. It will be treated in the strictest confidence and held, shared and used securely, as set out in the Privacy Statement given to you by **Towards Better Futures**

Ethnic Origin	
Religion, religious denomination, or body	

Additional information

Please provide any additional information such as previous experience, aspirations etc. If you are going to college please include the college and course(s) applied for.



DECLARATION

I confirm that I am aware that, from this meeting forward the support I am receiving is part funded through No One Left Behind / Parental Employability Support Fund / Young Person's Guarantee.

I confirm that the information held on file regarding my personal circumstances and eligibility is up to date and accurate and can be transferred, as required, to the appropriate Management Information Systems.

I am aware that this information may be used by Towards Better Futures, Glasgow City Council and the Scottish Government or their representatives to contact me at a later date regarding the support I have received.

Data Protection Notes

I confirm that I have read and understood the Towards Better Futures Privacy Statement and I am aware of how my data is being held and used

Please tick

Signatures and Registration Date

Young person Signature

Date

Key Worker Signature

Date



Glasgow City Council Privacy Statement

Towards Better Futures

This is the Glasgow City Council Privacy statement for the Towards Better Futures Service information sharing and data collection.

Who we are

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to act on your behalf with partners and stakeholders in order to provide this service to you, and to satisfy the audit requirements of the body that provides funding for this initiative. We also may use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal basis for using your information

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at www.glasgow.gov.uk/privacy

Under the law, processing your personal information is necessary for the performance of a contract with you and to protect the vital interests of you or another person.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We may also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

As part of this service we may share your personal data with training providers, colleges and employers. Where appropriate, we may also share your data internally with our Social Work Services department, and aggregated data with the council's Youth Employment Team, and externally with Skills Development Scotland and the Scottish Government.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for.

You can request a hard copy from the contact address stated above.

Your rights under data protection law

- access to your information – you have the right to request a copy of the personal information that we hold about you.
- correcting your information – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- Deletion of your information – you have the right to ask us to delete personal information about you where:
 - *I.* you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - *II.* you have a genuine objection to our use of your personal information – see Objecting to how we may use your information below
 - *III.* our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information

– You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information

– in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information.

This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Withdrawing from the service – where we use your personal information to provide a service that you have requested, you may withdraw from that service at any time and we will stop using your personal information for that purpose.

Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council.

We will only use this information to contact those people in the event of an emergency if they want any more information on how we will use their information they can visit our web site at www.glasgow.gov.uk/privacy or email dataprotection@glasgow.gov.uk.

Complaints

We aim to directly resolve all complaints about how we handle personal information. However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

By phone on **0303 123 1113** (local rate) or **01625 545 745**. Visit their website for more information at- <https://ico.org.uk/concerns>

More information

For more details on how we process your personal information visit www.glasgow.gov.uk/privacy

and you can contact our Data Protection Officer by post at the address at the beginning of this statement, by email at dataprotection@glasgow.gov.uk, and by phone on **0141 287 1055**.

Economic Status Definitions and Disability examples	
Economic Status at start date	
Employed	Anybody who carries out at least one hour's paid work in a week, or is temporarily away from a job (e.g. on holiday) is in employment. Also counted as in employment are people who are on government supported training schemes and people who do unpaid work for their family's business.
Unemployed	Under ILO guidelines, anybody who is without work, available for work and seeking work is unemployed. The UK applies this as anybody who is not in employment by the above definition, has actively sought work in the last 4 weeks and is available to start work in the next 2 weeks, or has found a job and is waiting to start in the next 2 weeks, is considered to be unemployed.
Economically Inactive	Those who are not in employment and are not unemployed by the above definitions are considered to be economically inactive.
School pupil	Within 6 months of leaving school.
Participant Characteristics and Circumstances	
Childcare	If you are a parent have you faced barriers to employment because of lack of childcare, affordability, lack of awareness.
Transport	Whether a participant has faced barriers to employment as a result of transport. This can include a range of potential scenarios, including but not limited to: Lack of available transport links between place of residence and employment, Cost of transport or Unaware of eligibility for concessionary travel.
Care Experienced	Have you ever been in care or from a looked-after background at any point in your life?
Caring Responsibilities	Apart from anything you do as part of paid employment, do you look after, or give any regular help or support to family members, friends, neighbours, or others because of either long-term physical / mental ill-health / disability; or problems related to old age?
Disabilities - Examples	
Deafness or partial hearing loss	Deaf; Deafblind; Deafened; Deafness; Hard of hearing; Hearing impaired; Profoundly deaf; Severely deaf.
Blindness or partial sight loss	Artificial eye; Blind; Deafblind; Detached retina; Legally blind; Partial sight loss; Partially sighted; Sight loss; Visually impaired.

Full or partial loss of voice or difficulty speaking	Full or partial loss of voice or difficulty speaking due to health conditions such as: Autistic spectrum disorder., Cerebral palsy, Dementia, Head or brain injury, Learning disability, Motor neurone disease, Multiple sclerosis, Parkinson's disease, Profound and multiple learning difficulties (PMLD), Stroke, Communication equipment examples: No battery (low tech), Battery operated (high tech).
Learning disability	Acquired brain injury, Cognitive impairment, Down's syndrome, Fragile X syndrome, Mild learning disability, Moderate learning disability, Neonatal brain damage, Profound learning disability, Severe learning disability, Special needs.
Learning difficulty	Dyscalculia; Dyslexia; Dyspraxia; General learning difficulty; Global learning difficulty; Learning difficulty; Meares-Irlen syndrome; Specific learning difficulty; Verbal dyspraxia.
Autism Spectrum Disorder / Condition	Autism Spectrum Disorder, Autism, Spectrum Condition, Asperger's syndrome.
Other developmental disorder	Attention deficit disorder, Attention deficit hyperactivity disorder, Emotional learning behaviour, Emotional learning difficulty, Global developmental delay, Oppositional defiant disorder.
Physical disability	Amputee, Hemiplegia, Carpal tunnel syndrome, Difficulty walking, Paralysis, Paraplegia, Physically disabled, Quadriplegic, Unable to walk, Uses walking stick, Wheelchair user.
Mental health condition	Addiction; Anxiety; Bipolar disorder; Depression; Eating disorder; Panic attacks; Postnatal depression; Schizoaffective disorder; Schizophrenia; Seasonal affective disorder; Self harm.
Long-term illness, disease or condition	Angina; Arthritis; Asthma; Cancer; Chronic obstructive pulmonary disease (COPD); Dementia; Diabetes; Epilepsy; Heart condition; High blood pressure (hypertension); Multiple sclerosis; Osteoporosis; Stroke.
No long term health conditions.	If this is the case, please ensure that related data items (disability 1 and disability 2) have the appropriate responses recorded.