

I understand and give consent for:

- My Star readings and action plans, ethnicity, gender, date of birth and support needs to be recorded electronically on the Star Online system
- This information to be available to the organisation supporting me and to Triangle, the creators of the Outcomes Star and managers of the Star Online system.

And I understand that:

- The information about me will not be shared with a third party without my express written consent
- My real name is not recorded on the system – I am identified using a pseudonym (numbers and/or letters) called a unique ID
- I can ask to see the information and choose to have some or all of it corrected or removed, and I can also ask to have a copy of the data in a commonly used format
- I have the right to refuse any information about me being recorded on the system
- I can change my mind about consent at any time and should contact the organisation or Triangle to tell them
- I can contact Triangle directly to ask them to remove my personal data using the contact details below and by providing them with my Star Online unique ID and the organisation name. Triangle will permanently delete all personal data held about me on the system and it will no longer be available to anyone.

I understand all of the above and give my consent Yes No

Name

Signature

If signed on behalf of someone else, the basis of that authority:

Date

If you wish to query anything relating to the information being recorded about you on the Star Online system please contact the Data Protection Controller at the organisation supporting you:

Name Organisation

Address

Telephone

Or contact Triangle at info@triangleconsulting.co.uk.
Registered address: Preston Park House, South Road, Brighton, East Sussex, BN1 6SB

The Star Online and you

Gaining your consent to record and store information about you on the Star Online

Service name

Organisation name

Keyworker name

Date leaflet provided

About the Star™

The Star looks at a number of areas of your life. Each area has a scale with five or ten points. You and a keyworker discuss the areas and decide where you are on each scale and agree the actions needed to help you progress. Some time later you and your keyworker will complete another Star reading and your progress will be shown visually on a Star Chart. For more information about the process, please ask your keyworker to show you the materials for the Star you are using.

About the Star Online system

The Star Online is a secure system for people using the Outcomes Star. The organisation supporting you uses the Star Online to record information about the people it works with.

By recording this information, your keyworker can see your progress easily, and the organisation can see progress for all the people it supports. This information can be used to improve the support they offer.

What information is recorded?

The organisation can record the following information about you on the Star Online system:

- A unique ID (numbers and/or letters used instead of your name)
- Your date of birth, ethnicity and gender
- Your support needs
- When you joined and left the service
- Star readings
- Action plans

While your real name is not recorded, the other information constitutes personal and sensitive information as defined under the General Data Protection Regulation.

Can I see this information?

Yes. Ask your keyworker to show you your service user profile, Star readings, notes and action plans. You can also ask for a copy of the information for your own use.

Who has access to the information?

The Star Online system is a web application. Information is stored centrally at a secure UK location. Access to it is restricted to Triangle, the organisation providing your support and the staff they authorise.

The numbers from your Star readings are anonymised and added together with many other people's readings and shared as an average with other organisations who use the Star Online system. This helps the organisation see how the service they provide compares with others.

Who decides what information is stored about me?

You decide whether or not to agree to information about you being recorded on the Star Online system. Signing this consent form gives your keyworker permission. You can change your mind about consent and ask for the information to be changed or removed at any time. Speak to your keyworker to request this.

This leaflet has been given to me:

By (keyworker name)

At (organisation name)

On (date)