www.breaking-the-silence.org.uk

Meridian Centre, St Pauls Road, Bradford, BD8 7LS

Telephone: 01274497535

Email: [info@breaking-the-silence.org.uk](mailto:info@breaking-the-silence.org.uk)

Company No. 5093277

BACP Membership: 213956

Umeedi Advisory Group Application

Surname: First Name:

Address:

Telephone: Today’s Date:

Email:

Gender Male

Age Group

18-25 26-40 41-55 Over 55

Ethnicity (self declared)

Disability (self assessed) YES NO PREFER NOT TO SAY

Sexual orientation (leave blank if prefer not to say)

Are you currently receiving support from Breaking the Silence? YES NO

How long have you been receiving support?

Have you previously been through the Breaking the Silence programme as a participant?

How long did you attend?

How long since the support ended?

Answer applicable questions:

Please tell us why do you want to join the Umeedi Advisory Group?

What expertise do you feel you’d bring to the role?

How would these expertise help Breaking the Silence improve their existing practices?

Please tell us what you hope to gain from your experience with us?

Please tell us about any educational background, work or volunteering experience that would be relevant to the role you are applying for.

Have you ever served on a group like this before? If so tell give details of where, for how long and how you contributed?

What hobbies, skills, special interests or qualities do you have that may be relevant to the role?

We require a bi-monthly commitment for this role. These sessions will take place online on a Thursday evening. Are you able to avail yourself at this frequency?

How long can you commit to the UAG?

How we use your personal and sensitive data

We collect Personal Data to protect you in the event of you revealing you are in danger. We also retain this information to protect the reputation of our service and the well-being and safety of our staff.

Special category data is often sensitive, and so is cleared of all personal data (so that you can never be identified) and use the anonymised data to conduct an analysis of the trends that are occurring within our conversations. We use this anonymised data for internal purposes too, such as auditing, data analysis and research to improve the service we provide.

COLLECTION AND USE OF DATA THAT IS NEITHER PERSONAL NOR SENSITIVE

We also collect data that is neither personal nor special category; that is, data that cannot be directly used to identify or contact you. We may collect, use, transfer, and disclose this type of data for any purpose, including but not limited to improving services, disclosing to third parties to generate support and funding for Breaking the Silence, to maintain the free service, or as required by law.

Below are examples of data that is neither personal nor sensitive, that we collect and how we may use it:

• We may use aggregated, anonymised information such as age, gender, language, and the time of our conversation to better understand user behaviour and improve our service.

• We also may collect information regarding usage of Breaking the Silence text service, such as the conversation volume, average length of conversation, and other data. This information is aggregated and helps us conduct internal research, so we can improve the quality of our service.

Secure Storage

We make every effort to keep all information confidential. Breaking the Silence (a Meridian Centre project) will anonymise your data , storing it in a secure and locked filing cabinet at the Meridian Centre, in a locked office. Your personal information is stored securely and confidentially. To join the therapy service we require your Personal Data. We collect this to protect you in the event of you revealing you are in danger. We also retain this information to protect the reputation of our service and the well-being and safety of our staff. This information is stored along with your Sensitive Data at the Meridian Centre, in a lockable cabinet, in a locked office.

We take notes during sessions and regularly ask for feedback and psychoanalytical data. This will be stored the same way. Only the head of service at Breaking the Silence (a Meridian Centre project) and the Data Controller have access to these files.

We require a phone number and/or email address for administration purposes, e.g. to contact you between sessions in order to cancel or amend an appointment. For online clients, an alternative mode of communication will be agreed. Where this is a mobile number, Breaking the Silence (a Meridian Centre project) will anonymise your number, storing it on this contract in a secure and locked filing cabinet at the Meridian Centre, in a locked office. Likewise your email address will be stored the same way. Only the head of service at Breaking the Silence (a Meridian Centre project) and the Data Controller have access.

Only the Trustees and the Head of Service have access. The information will be stored for 7 years from the point of you leaving our service at which stage it will be deleted.

When using your number, it will be keyed into a lockable phone requiring 2 step verification, including the use of facial recognition software. Your number will not be stored on the device. You will be called from a withheld number to further protect you against breaches of you