**FOR OFFICIAL USE ONLY**

**Acknowledgement of Receipt by Sanctuary Care**

Name of Staff:

Date received:

Outcome: Accepted / Rejected *(\*to delete accordingly)*

**Referral Submitted By:**

Name:

Designation:

Contact number/ Email:

Agency:

Address:

**CHECKLIST:**

Completed Referral Form

Privacy Notice acknowledged by main applicant

Social Report (Social report should include reasons for referral/ presenting issues, family background, network support for caregiving, employment/school details, past/ongoing interventions, assessment and recommendations of the referral agency)

Copy of Child’s Birth Certificate

**CASE REFERRAL FORM**

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| --- | --- | --- | --- | --- | --- | --- |
| **Particulars of Main Applicant** | | | | | | |
| **Name:** | | | | **Relationship to child:** | | |
| **Nationality:** | | | | **NRIC/ FIN/ Passport No. (Last 4 Characters):** | | |
| **Ethnicity:** | | | | **Gender:** | | |
| **Religion:** | | | | **Date of birth(dd/mm/yy) / Age:** | | |
| **Address:** | | | | **Contact Numbers:**  **(Home)**  **(Handphone)** | | |
| **Gender/ Marital status:** | | | | **Occupation:** | | |
| **Existing and/or suspected medical conditions (include mental health conditions):** | | | | | | |
| **Particulars of Spouse (if applicable)** | | | | | | |
| **Name:** | | | | **Relationship to child:** | | |
| **Nationality:** | | | | **NRIC/ FIN/ Passport No. (Last 4 Characters):** | | |
| **Ethnicity:** | | | | **Gender:** | | |
| **Religion:** | | | | **Date of birth(dd/mm/yy) / Age:** | | |
| **Address:** | | | | **Contact Numbers:**  **(Home)**  **(Handphone)** | | |
| **Gender/ Marital status:** | | | | **Occupation:** | | |
| **Existing and/or suspected medical conditions (include mental health conditions):** | | | | | | |
| **Particulars of Child(ren) to Receive Respite Care** | | | | | | |
| **Name:** | | | | **Gender:** | | |
| **Nationality:** | | | | **Birth certificate No./ FIN/ Passport No. (Last 4 Characters):** | | |
| **Ethnicity:** | | | | **Date of birth(dd/mm/yy) / Age:** | | |
| **Religion:** | | | | **Schools/Childcare centres (if applicable):** | | |
| **Existing and/or suspected medical conditions (include mental health conditions and allergies):** | | | | | | |
| **Any other important information of child: (routines, likes/dislikes, behaviours, temperament)** | | | | | | |
| **Proposed duration of respite care (start date - end date):** | | | | | | |
| **Proposed access arrangements (with n/family):** | | | | | | |
| **Proposed care arrangement of child after respite care** | | | | | | |
| **Particulars of Other Household Members** | | | | | | |
| **S/N** | **Name/ Gender** | **DOB/ Age** | | | **Relationship** | **Contact No.** |
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| **Declaration** | | | | | | |
| I am the custodial parent of the Subject Child (‘the Child’) and that he/she is not named in any proceeding before any Court of competent jurisdiction.  The above information is true and correct and to the best of my knowledge. I understand that if any information is found to be false, Sanctuary Care shall be entitled to rescind any/all approvals and arrangements made in relation to this application. | | | | | | |
| **Name/Signature of Main Applicant** | | | **Name/ Signature of Referring Officer** | | | |
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**PRIVACY NOTICE**

This Privacy Notice sets out the basis on which any Personal Data we collect from you, or that you provide to us, will be managed by us. Please read the following carefully to understand our views and practices regarding your Personal Data and how we will treat it.

By interacting with us, submitting information to us or signing up for any services offered by us, you agree and consent to Sanctuary Care (referred to herein as "Sanctuary Care", "us", "we" or "our"), as well as our respective representatives, collecting, using, disclosing and sharing amongst themselves your Personal Data, and disclosing such Personal Data to our community partners and relevant third parties in the manner set forth in this Privacy Notice.

This Privacy Notice supplements but does not supersede nor replace any other consents you may have previously provided to Sanctuary Care nor does it affect any rights which Sanctuary Care may have at law in connection with the collection, use or disclosure of your Personal Data.

1. Collection of Personal Data

1.1 In this Privacy Notice, “Personal Data” refers to any data or information about you from which you can be identified either (a) from that data; or (b) from that data and other information to which we have or are likely to have access. Examples of such Personal Data which you may provide to us include (depending on the nature of your interaction with us):

(a) Your name, NRIC, passport or other identification number, telephone number(s), mailing address and email address;

(b) Your medical information; and

(c) Your employment history, education background and income levels.

1.2 We may collect your Personal Data in the following ways:

(a) when you submit forms relating to any of our services;

(b) when you interact with our employees or volunteers;

(c) when you use our services;

(d) when you request that we contact you;

(e) when you respond to our request for additional Personal Data;

(f) when we receive references from our community partners or third parties, for example, where you have been referred by them; or

(g) when you submit your Personal Data to us for any other reason.

1.3 If you provide us with any Personal Data relating to a third party (e.g. information of spouse, children, parents, employees and/or authorised representatives), by submitting such information to us, you represent to us that you have obtained all necessary consents to do so, and that we may collect, use and disclose such personal data for the purposes set out below, in accordance with the Personal Data Protection Act 2012.

2. Purposes for the Collection, Use and Disclosure of Your Personal Data

We collect, use and/or disclose your Personal Data for the following purposes:

(a) for our operational needs as we fulfil our role as a charitable organisation that provides foster care and counselling services;

(b) administering and maintaining records of our clients, foster parents and volunteers;

(c) making decisions about eligibility and/or suitability for our services or assignments as foster parents or volunteers;

(d) assessing the needs of persons in the community seeking help with various issues, providing information and linking them with the appropriate services;

(e) providing information to our community partners, the Ministry of Social and Family and other authorities;

(f) verification purposes in order to safeguard interests of the children;

(g) complying with any applicable rules, laws and regulations, codes of practice or guidelines or assisting in law enforcement and investigations by relevant authorities; and

(h) any other purpose relating to any of the above.

3. Disclosure of Personal Data

3.1 We will take reasonable steps to protect your Personal Data against unauthorised disclosure.

3.2 Subject to the provisions of any applicable law, your Personal Data may be disclosed, for the purposes listed above (where applicable), to the following third parties, whether they are located in Singapore or elsewhere:

(a) foster parents and volunteers working with Sanctuary Care;

(b) agents, contractors or third party service providers who provide operational services to Sanctuary Care;

(c) our professional advisors such as our auditors and lawyers;

(d) relevant government regulators or authority or law enforcement agency to comply with any laws or rules and regulations imposed by any governmental authority; and

(e) any other party to whom you authorise us to disclose your personal data.

4. Accuracy

We need your assistance to ensure that your Personal Data is current, complete and accurate. As such, please inform us of changes to your Personal Data by contacting our staff at sanctuarycare@boystown.org.sg.

5. Withdrawal, Access and Correction of your Personal Data

5.1 Should you wish to withdraw consent to use of your Personal Data or obtain access to or make corrections to your Personal Data records, please do so by contacting our staff at sanctuarycare@boystown.org.sg with your request.

5.2 Please note that if you withdraw your consent to any or all use of your Personal Data, depending on the nature of your request, we may not be able to continue providing our services to you.

6. Retention

We will retain your Personal Data for as long as it is necessary to fulfil the purpose for which it was collected, the legal or business purposes of Sanctuary Care, or as required by relevant laws.

7. Governing Law

This Privacy Notice is governed by the laws of Singapore.

Please sign and date this Privacy Notice if you agree to the above.

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| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Name of main applicant: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| NRIC/FIN/Passport No.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Witnessed by:

|  |  |
| --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of Referring officer: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Designation: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |