



**Service referral criteria: 1) Child has been diagnosed with ADHD 2) Child lives in Sheffield**

- ALL SECTIONS TO BE COMPLETED to ensure that we provide the best possible support for families. Please complete all boxes or write 'not known'.
- Completed forms need to be sent to Family Action - NeurodiverCity Sheffield by email to [NeurodiverCity.sheffield@family-action.org.uk](mailto:NeurodiverCity.sheffield@family-action.org.uk)
- PLEASE USE EGRESS OR PASSWORD PROTECT EMAILED REFERRALS, SENDING PASSWORD BY SEPARATE EMAIL.

Please select the service required:

Post-diagnosis support

School consultation

Child's surname:		Any other diagnosis? If yes, please provide details:	
Child's first name:			
DOB:			
Gender:		Risk assessment information - any issues for workers visiting the home?	
Family address (including postcode):			
Parent/Carer name(s):			
Parent/carer email:		Safeguarding issues and other agencies involved? Please include information/details :	
Preferred phone number: <small>(parent/carer)</small>			
Ethnicity:			
School setting:			
Name of referrer:		Designation:	
Location:		Referrer email:	
		Referrer phone number:	

## Referral Form: **NeurodiverCity Sheffield**

### **What personal information do we record?**

NeurodiverCity Sheffield (formally Sheffield ADHD Project), delivered by Family Action, collects only the personal data that we require to provide you with services, fulfil contracts or keep in touch with you.

**Special Categories of Data** - due to the service we provide, some of the data we collect is sensitive. Information relating to health, ethnicity and any specific requirements you may have are considered 'Special Categories of Data', we are required to take extra care when handling this information.

All data will be collected and stored under the Retention Policy of Family Action.

Please see NeurodiverCity Sheffield (formally Sheffield ADHD Project)'s 'Parent & Child Data – Privacy Notice' for further information.

### **Legitimate Interest**

Your data will be processed under the Legitimate Interest as the legal basis.

#### **Legal Basis for Processing your Data**

**Legal Basis:** [Legitimate Interests – Article 6 \(f\)](#) – Processing is necessary for the purposes of legitimate interest pursued by the controller or by a third party.

**Special Category Data – will be processed under Article 9 (d) legitimate Activities Article 9 – (g)** - Reasons of substantial public interest (with a basis in law)

Substantial public interest condition set out in DPA 2018 – Condition 18. Safeguarding of children and individuals at risk.

**ALL SECTIONS TO BE COMPLETED** to ensure that we provide the best possible support for children and families. Please contact us if we can help support you with completing this referral.