

# Application Part 1: Personal Information Confidential

## YOUR APPLICATION:

Erskine Home  Erskine Glasgow   
Erskine Park  Erskine Edinburgh   
This application is for:  
Long Term care  Respite care   
Have you been in Erskine before? Yes  No   
Who recommended care at Erskine to you? (e.g. Doctor, Social Worker etc.)  
.....  
.....

## YOUR DETAILS:

Name: .....  
Date of Birth: .....  
Home Address: .....  
.....  
..... Postcode: .....  
Email Address: .....  
Tel No: .....  
Previous Occupation: .....  
National Insurance No: .....  
Married  Widowed  Single   
Separated  Divorced  Partner   
Current address if different from above, e.g Hospital, Nursing Home:  
.....  
..... Postcode: .....  
Tel No: .....  
Next of Kin: .....  
Relationship: .....  
Address: .....  
.....  
..... Postcode: .....  
Email Address: .....  
Tel No: .....

## YOUR DOCTOR:

Name: .....  
Surgery Address: .....  
.....  
..... Postcode: .....  
Tel No: .....

## RETURN ALL FORMS TO:

Moving-In Team, The Erskine Home, Bishopton, PA7 5PU.  
Email: [moving\\_in@erskine.org.uk](mailto:moving_in@erskine.org.uk). or call 0141 814 4538.

## YOUR MILITARY SERVICE DETAILS: (Proof of service must be provided)

Are you applying on your own military service or on your spouse's?  
Own Service  Spouse   
Branch of Service: (e.g Army, RN, RAF, MN) .....  
Service No: .....  
Regiment, Ship etc: .....  
Date of Joining: .....  
Date of Discharge: .....  
Details of where you served and rank:  
.....  
Decorations: .....  
Do you have a war pension? Yes  No   
If 'Yes' what percentage? .....%  
For what disability do you receive this war pension?  
.....  
.....

## CURRENT SUPPORT:

Do you have contact with a Social Work department ?  
Yes  No   
If 'Yes' please give the name of your social worker and the address of the office?  
Name of Social Worker: .....  
Address of Social Worker: .....  
.....  
..... Postcode: .....  
Email Address: .....  
Tel No: .....  
Have you asked for a 'Community Care Assessment'?  
Yes  No

## DECLARATION:

If necessary, we may wish to obtain further information from your Doctor; your signature is taken as permission to contact your Doctor. If you have any queries or difficulties with this form please contact the Moving-In Team on 0141 814 4538.

Signature of Applicant: .....  
Date: .....

## YOUR DATA:

By ticking this box you are agreeing to Erskine processing your data in accordance to the Applications Privacy Notice.



# Application Part 3: Financial Details

## Confidential

### YOUR DETAILS:

Name: .....

Date of Birth: .....

Home Address: .....

..... Postcode: .....

Email Address: .....

Tel No: .....

Do you own your home? Yes  No

Are you the sole owner? Yes  No

If 'no' please provide details: .....

Apart from yourself is anyone living in the home?

Yes  No

If 'yes' please provide details of each person:

.....

.....

### SAVING AND INVESTMENTS:

Please indicate the total value of your savings and investments (excluding the value of your home).

Under £27,250  Under £40,000

Under £50,000  Under £60,000

Under £60,001 - £100,000  Over £100,000

### MANAGING YOUR FINANCES:

Do you operate your own bank account Yes  No

If 'no' please indicate who does:

Spouse  Financial Power of Attorney

Financial Guardian  Appointee/Agent

Other  (Please give details) .....

Details of person responsible for paying Erskine's invoices (invoices will be sent to this person)

Name: .....

Home Address: .....

..... Postcode: .....

Email Address: .....

Tel No: .....

Relationship to applicant: .....

If power of attorney or guardian, please enclose a copy of the relevant documentation.

**Please note that applications for dementia care are to include details of a power of attorney or legally approved guardian.**

### PAYMENT OF CARE FEES:

For self funding residents payment is by monthly Direct Debit. For council funded residents payment is by monthly Direct Debit, cheque, credit/debit card or cash.

### DECLARATION:

To the best of my knowledge the particulars on this form are correct.

Signature of applicant: .....

Date: .....

Signature of person responsible for paying Erskine's invoices:

..... Date: .....

If you have any queries or difficulties with this form please contact the Moving-In Team on 0141 814 4538.

### RETURN ALL FORMS TO:

Moving-In Team, The Erskine Home, Bishopton, PA7 5PU.  
Email: [moving\\_in@erskine.org.uk](mailto:moving_in@erskine.org.uk) or call 0141 814 4538.

In Scotland, no one has legal authority to act on your behalf (not even your spouse or children) unless you grant a Power of Attorney giving them powers in relation to your finances and personal welfare. Next of kin has no legal meaning and no legal authority to take actions or make decisions on your behalf. Banks, pension providers and medical professionals are aware of this and will not take instructions from family members or close friends unless they have evidence of that person's legal authority to act on your behalf.

## WHAT IS POWER OF ATTORNEY?

A Power of Attorney is a written document giving someone whom you trust legal authority to act on your behalf. That person (or persons – it is preferable to include more than one) is known as your attorney. You can grant your attorney financial powers only, welfare powers only or a combination of both.

Financial powers include:

- Power to operate bank accounts on your behalf
- Power to pay bills on your behalf
- Power to look after and sell property owned by you

Welfare powers include:

- Power to decide how you will be looked after
- Power to decide where you will stay
- Power to consent to medical treatment on your behalf

## WHO CAN GRANT POWER OF ATTORNEY?

Anyone over the age of 16 can grant a Power of Attorney provided (s)he has mental capacity. Mental capacity means that you are capable of understanding what you are doing, capable of remembering your decisions and capable of expressing your wishes.

The Power of Attorney document includes a certificate which has to be signed by a solicitor or doctor, confirming (s)he has met with you immediately prior to you signing the Power of Attorney and that, in his/her opinion, you have legal capacity to grant the deed.

It is a common misconception that Powers of Attorney are only for the elderly. Mental capacity can be lost at any age as a result of illness or accident.

It is important to grant a Power of Attorney while you are fit and well, as you choose who you wish to act as your attorney and what legal powers you wish to give your attorney. Should

you then lose mental capacity, your attorney can 'step into your shoes' and act and make decisions on your behalf in the way that you would have done yourself if you had still been able to do so.

## WHEN CAN MY ATTORNEY START ACTING ON MY BEHALF?

Your attorney only has power to act once the Power of Attorney deed has been registered with The Office of the Public Guardian. Once the deed is registered, your attorney can exercise financial powers immediately, but (s)he can only exercise welfare powers should you lose mental capacity to make those decisions yourself.

## WHAT HAPPENS IF I DON'T HAVE A POWER OF ATTORNEY IN PLACE?

If you lose capacity to make decisions on your own behalf and do not have a Power of Attorney in place, your family or friends would need to apply to the sheriff court for a Guardianship order to give them the authority to make decisions about your care and accommodation and to deal with your finances. This is called financial and welfare guardianship. Applying for guardianship is a lengthy process (actions generally take at least 6 months from beginning to end) and can cause great distress to families at what is already a difficult time. Once appointed, guardians are subject to stringent supervision by The Office of the Public Guardian as they require to report on your finances to The Office of the Public Guardian and must lodge annual accounts, detailing what money has been collected and spent on your behalf.

## WHAT NEXT?

If you have mental capacity you should grant a Power of Attorney in favour of someone you trust to take action and make decisions on your behalf relating to your money, house, health & well-being, in case you lose mental capacity and are unable to do these things yourself. If you do not do this, then lose mental capacity no one will be able to access your money or make decisions on where you shall live or what medical treatment you will have until a guardianship order is granted by the court. To prevent this situation, whereby you and your family are in limbo, put a Power of Attorney in place now as a safety net for your future.

## RETURN ALL FORMS TO:

Moving-In Team, The Erskine Home, Bishopton, PA7 5PU.  
Email: [moving\\_in@erskine.org.uk](mailto:moving_in@erskine.org.uk). or call 0141 814 4538.

**INTRODUCTION:**

This privacy notice explains what personal information we collect and hold about you and how we use the personal information we collect about you when you apply for either long-term or respite care in one of our Erskine homes or for occupancy at one of the assisted living apartments.

Erskine is committed to being transparent about how it collects and uses personal data and to meet its data protection obligations under the General Data Protection Regulation (GDPR).

**WHO IS ERSKINE?**

**Erskine's company number and contact information:**

Erskine (Erskine Hospital) is registered with the Information Commissioners Office (ICO) as "Data Controller" ICO Registration Number: Z7459440

**Contact Details for Erskine's Data Protection Officer are:**

Data Protection Officer  
Erskine Home  
Bishopton  
PA7 5PU  
Telephone: 0141 812 1100  
Email: [dpo@erskine.org.uk](mailto:dpo@erskine.org.uk)  
Website: [www.erskine.org.uk](http://www.erskine.org.uk)

**THE LAWS AND REGULATIONS:**

The law that governs personal data in the UK and the EU is:

- General Data Protection Regulation ("GDPR").

The independent authority that upholds information rights in the public interest in the United Kingdom is the Information Commissioner's Office (the "ICO"). Further information can be found at <https://ico.org.uk>.

**INFORMATION WE MAY COLLECT FROM YOU:**

Erskine collects information from you via a variety of sources, including when you complete one of our forms, apply for either long-term or respite care in one of our Erskine homes or for occupancy of one of the assisted living apartments, when you call, write, e-mail or meet with us or visit our website.

**ERSKINE COLLECTS A RANGE OF INFORMATION ABOUT YOU:**

This includes:

- Your name, address and contact details, including email address and telephone number
- Marital status
- Details of anyone authorised to act on your behalf (if applicable)
- National insurance number (your unique identifier)
- Details of your military service, including service number and decorations
- Current level of support, current accommodation details
- Financial information, including benefit entitlements
- Medical information, including details of any health condition and mobility

We will keep and use it to enable us to effectively operate the business and in managing our relationship with you in the delivery of care, occupancy or other services to you;

- Effectively
- Lawfully
- Appropriately
- Transparently

We operate a CCTV system at all Erskine premises for the detection and prevention of crime. It operates continuously and recordings are held for six weeks.

Erskine conducts surveys regularly and periodically relating to our services in order to gauge satisfaction and make improvements based on feedback.

We may also take photographs at Erskine events, at our premises and in our grounds to use for general marketing and publicity. However, photographs of individuals will only be used for those purposes with your consent.

We may receive information about you from third parties including:

- Your medical practitioner
- Social services
- Referees

#### **HOW WE WILL USE YOUR INFORMATION:**

Erskine will only use your personal information when the law allows us to.

The legal basis for processing your personal data will be:

- Erskine has a legitimate interest in processing personal data during the residency application process and for keeping records of the process
- Processing data from residency applicants allows us to manage occupancy levels, assess and confirm an individual's care requirements and accommodation suitability

The condition for processing special categories of data will be:

- Your explicit consent

The situation in which we will process your personal information are listed below:

- To assess your eligibility and qualification for admission to one of the Erskine homes
- To assess your eligibility and qualification for tenancy in our assisted living apartments
- To assess any additional or specialist levels of care required

#### **HOW INFORMATION IS RETAINED AND KEPT SAFE?**

Erskine operates a range of information and communications systems and technologies for efficient operation and delivery of our services. Personal information is stored and managed within those Information Systems (IS) which are maintained to achieve a high level of Confidentiality, Integrity and Availability (CIA) including following best practice cyber security standards. We hold information in IT systems which may be copied for testing, backup, archiving and disaster recovery purposes. All data is held within the UK.

#### **HOW DO WE KEEP INFORMATION CONFIDENTIAL?**

Our guiding principle is that we are holding your information in strict confidence and in compliance with the General Data Protection Regulation (GDPR). In compliance with Erskine policies, all staff are required to protect information, inform you of how your information will be used and allow you to decide if and how your information can be shared.

#### **WHAT WE WILL NOT DO:**

- We will not send you unsolicited marketing material. We will not sell your personal data on to third parties
- We will not pass on your personal data to unrelated third parties unless we are allowed or required to do so by law or we have your explicit permission to do that
- We will not transfer or store your personal data outside of Europe (the European Economic Area) outside of the control of the UK / European regulations

#### **WHO WILL THE INFORMATION BE SHARED WITH:**

To provide the possible care and services, Erskine may share your personal information with third parties, either because you have consented to allow us to do so or for legal reasons. Sometimes we will need to share information about you with Health and Social Care organisations and regulatory bodies. Information sharing is governed by specific rules and law and must comply with the General Data Protection Regulation (GDPR).

#### **YOUR RIGHT TO WITHDRAW CONSENT FOR US TO SHARE YOUR PERSONAL INFORMATION:**

You have the right to refuse/withdraw consent to information processing and sharing at any time. We will fully explain the possible consequences to you, which could include impacting on the delivery of care and/or services to you.

#### **YOUR RIGHT TO COMPLAIN:**

In the event that you wish to make a complaint about how your personal data is being processed by Erskine or third parties under contract to Erskine, you can complain to Erskine's Data Protection Officer. If you do not get a response within 30 days you have the right to lodge a further complaint with the (ICO) Information Commissioners' Office.

If you have any questions or concerns regarding the information we hold on you, the use of your information or would like to discuss further, please contact Erskine's Data Protection Officer:

#### **Erskine Data Controller Contact Details:**

Data Protection Officer  
Erskine Home  
Bishopton  
PA7 5PU  
Telephone: 0141 8121100  
Email: [dpo@erskine.org.uk](mailto:dpo@erskine.org.uk)

#### **Supervisory Authority Contact Details (ICO)**

The Information Commissioner's Office - Scotland  
45 Melville St  
Edinburgh  
EH3 7HL  
[scotland@ico.org.uk](mailto:scotland@ico.org.uk)  
0303 1231115

## **YOUR RIGHTS AS A DATA SUBJECT:**

At any point while we are in possession of or processing your personal data, under the General Data Protection Regulation (GDPR) you have a number of rights with regard to your personal data.

All Data Subjects have the following rights:

- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing
- Right of portability – you have the right to have the data we hold about you transferred to another organisation
- Right to object – you have the right to object to certain types of processing such as direct marketing
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling
- Right to judicial review: in the event that Erskine refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined above

## **HOW LONG WILL WE KEEP YOUR PERSONAL INFORMATION?**

Erskine will not retain your personal information for longer than required.

We will keep your personal information:

- For as long as required by law
- Until we no longer have a valid reason for keeping it
- Until you request us to stop using it.

We may keep just enough of your personal information to ensure that we comply with your requests not use your personal information or comply with your right to erasure. For example, we must keep your request to be erased even if it includes your personal data.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

If you have questions about our Data Retention Policy, we can provide you a copy. Please contact: [dpo@erskine.org.uk](mailto:dpo@erskine.org.uk).

## **ACCESS TO YOUR PERSONAL DATA:**

Erskine will accept the following forms of ID when information on your personal data is requested:

A copy of your driving licence, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required.

If Erskine is dissatisfied with the quality, further information may be sought before personal data can be released.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

Through agreeing to this privacy notice you are consenting to Erskine processing your personal data for the purposes outlined. You can withdraw consent at any time by emailing the Data Protection Officer (Details above).

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

## **YOUR DUTY TO INFORM US OF CHANGES:**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

## **CHANGES TO OUR PRIVACY NOTICE:**

Erskine may change this notice from time to time in the future. Any such changes will be posted on the Erskine Website and, where appropriate, notified to you in writing. This privacy notice will be reviewed on an annual basis. We advise you to check back frequently to see any updates or changes.

**This notice was last updated in May 2018**