



DaCCWA Charity Number 1074233

## Torbay Neighbourhood Watch Feel Safe Scheme

Please note that all referrals will be assessed against a criteria and that not all will be successful. Referrals into the Feel Safe Scheme will also only be considered for 'small works' to property/grounds. It's important that the individual you are making this referral on behalf of fully understands these two things.

Please ensure this referral is posted or emailed to:

**Torbay Neighbourhood Watch Office**  
**Torquay Police Station**  
**South Street**  
**Torquay TQ2 5AH**

**[watchofficetorbay@devonandcornwall.pnn.police.uk](mailto:watchofficetorbay@devonandcornwall.pnn.police.uk)**

### About the individual making the referral

First name:		Surname:	
Shoulder Number: (if applicable)		Agency / Organisation:	
Telephone Number:		Date of referral:	
Email Address:			

### About the individual subject to the referral

First name:		Surname:	
Address:		Post Code:	
Telephone Number:		Age: (this can be approximate)	
Email Address:			
Description of vulnerability:			

What specifically is it about the individual's home/grounds that is making them feel unsafe?				
Type of work needed / requested.				
If work was completed how specifically would it help the individual to feel safer?				
Is the property where it is requested that work be carried out:	Privately owned	Shared ownership	Privately rented	Registered Social housing
	Other (please specify)			
Is the property where it is requested that work be carried out:				

**Using and storing this information**

The information submitted in this referral will be used by the Torbay Neighbourhood Watch Forum and Devon and Cornwall Police. The information provided on this referral will be processed by Torbay Neighbourhood Watch Forum and Devon and Cornwall Police in accordance with the Data Protection Act 1998. The information will be stored in a database. This information may also be disclosed to other partner agencies and organisations working with Torbay Neighbourhood Watch and Devon and Cornwall Police to respond to and prevent crime and anti-social behaviour. If this referral is successful the details contained within it will also be shared with those third parties commissioned by Torbay Neighbourhood Watch to carry out works in accordance with this referral.

In certain circumstances disclosures can take place, where the data protection non-disclosure provisions will not apply. Reliance on these must be assessed on a case by case basis. The provisions include:-At the request of and with the consent of the individual concerned, or someone with the authority to act on their behalf, as they are incapable of understanding the request. To protect the vital interests of the individual where consent cannot be given or is withheld. For the prevention or detection of crime, the apprehension or prosecution of offenders. Disclosure of pertinent and relevant information must be on a case by case basis and where failure to provide the information would be likely to prejudice these purposes. Disclosures under this provision which are made pursuant to the prevention or detection of crime will only be made when the criminal act in question is relevant to the objectives of this agreement, namely the safeguarding of vulnerable adults. Further, for this provision to apply there would have to be a substantial risk of prejudice. All requests and responses must be appropriately authorised and documented. Where a disclosure is made in connection with legal proceedings, for the purpose of obtaining legal advice, and establishing, exercising or defending legal rights.

By giving your personal information in this form you acknowledge that you have read and fully understand this data statement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Print name: \_\_\_\_\_

**Witnessed by (person known to recipient or NHW representative) signature:**

**Print name:**

**Relationship to individual subject to referral:**

**OFFICE USE ONLY:**

Date Referral Received:		Received by:	
Email acknowledgement Issued:		Reference Number:	