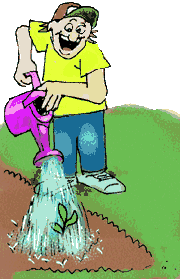
**Kerry Social Farming Participant Application Pack**

******C:\Users\admin\Desktop\irene\Desktop\LOGOS\CEDRA.jpg**

**Hi **

**Welcome to Kerry Social Farming! **

**Would you like Farming?  Animals?**

**Gardening?  Outdoors?**

**Going out and about with the farmer?**

**Then Kerry Social Farming may be for you**

**Please complete these forms**

**Get your staff or family to help you if you need it**

**Info for Advocate/Support Worker/Family Member**

**Please ensure the participant is aware of what is in each form so that they sign and apply for social farming with informed consent. If the participant is under 18 years of age a legal guardian is required to co-sign forms.**

**There are 3 parts to the application:**

1. **An application form**
2. **Data Protection**
3. **Photo consent/image release.**

**As Kerry Social Farming advocate a person centred approach, ensure that social farming is a persons personal centred goal before applying**

|  |
| --- |
| **Part 1: Social Farming Application form**  **Your Name: D*a*te of birth** |
| **Address:** |
| **Contact No.** |
| **Key Friends and Family:C:\Users\ikavanagh\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\0T52L5XN\istockphoto_9778993-happy-children-friends-girls-boys-group-holding-hands-cartoon-illustration[1].jpg** |
| **Key Staff:C:\Users\ikavanagh\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8XXDASFC\threepeople[1].png** |
| **What things do you like to do and what are you good at? C:\Users\ikavanagh\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\27JCEV6B\7iao5rp6T[1].jpg** |
| **Why would you like to try Social Farming? Is it a goal on your Personal Plan C:\Users\ikavanagh\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\0T52L5XN\Village-Farm[1].png** |
| **Who (family/staff/friend) will be able to help you on the farm? C:\Users\ikavanagh\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JBFQ7U2J\apples-and-oranges[1].jpg** |
| **Is there anything you will need help with to do social farming?**  **HealthC:\Users\ikavanagh\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\0T52L5XN\A-Healthy-Heart[1].jpg**  **TransportC:\Users\ikavanagh\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JBFQ7U2J\cartoon-car-2197595[1].jpg**  **Getting about the farm and/or doing certain activitiesC:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0293238.wmf**  **Special DietC:\Users\ikavanagh\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JBFQ7U2J\free_clipart_food[1].png**  **Communication (talking with people)**  C:\Users\ikavanagh\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\27JCEV6B\chat_icon_clip_art_7491[1].jpg  **Anything else C:\Users\ikavanagh\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\0T52L5XN\shrug[1].jpg** |
| **What would help you to enjoy being on the farm? C:\Users\ikavanagh\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\27JCEV6B\smiley-face[1].jpg** |
| **Is there anything you think might worry you or frighten you on the farm?C:\Users\ikavanagh\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\0T52L5XN\SMirC-worry.svg[1].png** |
| **Name and address of organisation you attend?C:\Users\ikavanagh\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JBFQ7U2J\PngMedium-home-building-15785[1].gif** |
| **Name of Supporting Staff:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact Phone & Email address:** |

**Participant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME, position and signature of Advocate/LEGAL GUARDIAN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART 2: DATA PROTECTION & CONSENT**

**South Kerry Development Partnership CLG.**

**Data Protection – Form of Consent for Participants**

**STAFF/FAMILY MEMBER ADVOCATE MUST EXPLAIN THE FOLLOWING INFORMATION TO THE PARTICIPANT**

**Data Protection**

Kerry Social Farming is under the legal umbrella of lead partner South Kerry Development Partnership, which is committed to ensuring that any information gathered on individuals will be maintained in line with the Data Protection Act 1988, as amended by the Data Protection Act 2003 and 2018 in the Republic of Ireland, as is outlined in the Data Protection Policy of Kerry Social Farming in the Memorandum of Understanding, 2017-2018.

**YOUR RECORDS**

Kerry Social Farming is under the legal umbrella of *South Kerry Development Partnership CLG.* we are required to collect information on the people we support . When you receive support from us, we may create an electronic and paper record in your name from the information you provide. This information will be stored on our computer database securely, and will also be stored securely on file. We then use it to provide the best possible supports for you.

The information we record will be used only for the following purposes:

* Supports you require on the farm, and transport requirements which we may have to discuss with those involved with the KSF Working Group and KSF, your support worker and/or the host farmer.
* Seeing how we assisted you.
* Gathering facts and figures to help us plan and improve our services.
* Analysing information about our clients for other organisations such as Pobal and Government Departments.

The information you provide is provided in your Application form, your Framework of Support Plan, and your records to monitor progress. From time to time your service provider support staff may have to provide us with additional information in writing/email/verbally to help us support you. The support staff will ensure they get consent from you before giving us this information, in line with their agency policies as is given in their signed agreement in the Memorandum of Understanding 2017.

The following information is securely held by SKDP/KSF.

* Your name and address,
* Who are your key supports and advocates and contact details;
* What are your likes/dislikes;
* What supports you require;
* Important Medical Information (e.g. allergies, diabetes);
* Supports required on the farm,
* Transport requirements
* What Service Provider you Attend;
* What are your goals.

This information may be shared with those on the KSF Working Group, KSF on a requirement basis only.

**SHARED INFORMATION**

1. Your personal information will be held and processed by South Kerry Development Partnership CLG for the purpose of administering Kerry Social Farming in accordance with the Data Protection Act 2018 (Republic of Ireland).
2. We are required to collect information for Government Agencies: This data is a record of how we helped you, for example how many social farming days you availed of during the year, what supports were put in place on the farm, how you were supported going to/from the farm. All this information is stored on a computer which we may have to forward to Pobal, which is a registered data controller with the office of Data Protection Commissioner (4860/A) and/or the Department of Agriculture, Food and the Marine (DAFM) We do **not** share any personal identifying information with Pobal, the Department or any other public agencies and bodies outside of Kerry Social Farming and South Kerry Development Partnership.
3. There is a separate consent form for you to sign regarding your photo/image release for the purposes of promoting Kerry Social Farming.
4. Your host farmer will be required to keep a record diary of your activities on the farm. In addition, he/she will also be required to keep some basic information about you that you provide to the farmer in your Framework of Support Plan. Any written information about you kept by the farmer is held in a secure place and is anonymised, your name will not be used. All host farmers sign a privacy & confidentiality agreement and this agreement is part of your Framework of Support Plan.

**By signing this form you confirm that you understand how we will record and use your information electronically on our database.**

**In the event that you cease to participate in Kerry Social Farming for any reason, any written information/diaries regarding your on- farm activities, or any additional information held by your host farmer, will be returned to you as soon as practicable**

***You have the right, given by the Data Protection Acts 1988 to 2018, to a copy of your personal information at any time. You can get this by contacting us.***

**Contact Person:**

1. **Kerry Social Farm Facilitator**

**South Kerry Development Partnership, West Main Street, Cahersiveen, Co. Kerry.**

**Phone: 066 9472724**

**Email:** [**eoconnell@skdp.net**](mailto:eoconnell@skdp.net) **or** [**renablake@newkd.ie**](mailto:renablake@newkd.ie)

**Please Sign Below!**

**DATA PROTECTION DECLARATION AND RELEASE**

**HAS IT BEEN EXPLAINED TO YOU BY YOUR SUPPORT WORKER THAT YOUR INFORMATION MAY NEED TO BE SHARED WITHOTHERS FROM TO TIME FOR THE PURPOSE OF SOCIAL FARMING? Please tick the**

**YES  NO **

**1)Applying participant signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_**

**2) Signature & position of person who assisted you with this form, if applicable**

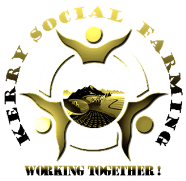
**(& role** *Support Staff***/legal guardian/***family member* **or** *Advocate)*

**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_**

**PART 3: Informed Image & Media Consent for Kerry Social Farming Participants**



**Many people may be interested in the work I do on the farm**

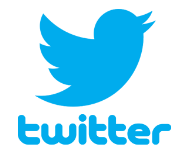
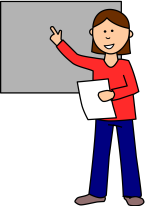


**The Kerry Social Farming Team would like MY permission to tell people about the work I do on the farm**

****

**They might like to take a photo or a film of me on the farm**

**A picture/video of me and my name might be used to tell people about the work I do on the farm!**

**     **

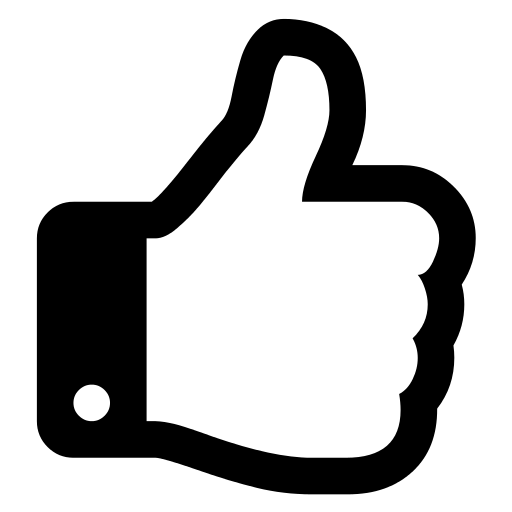
**Reports and Presentations**

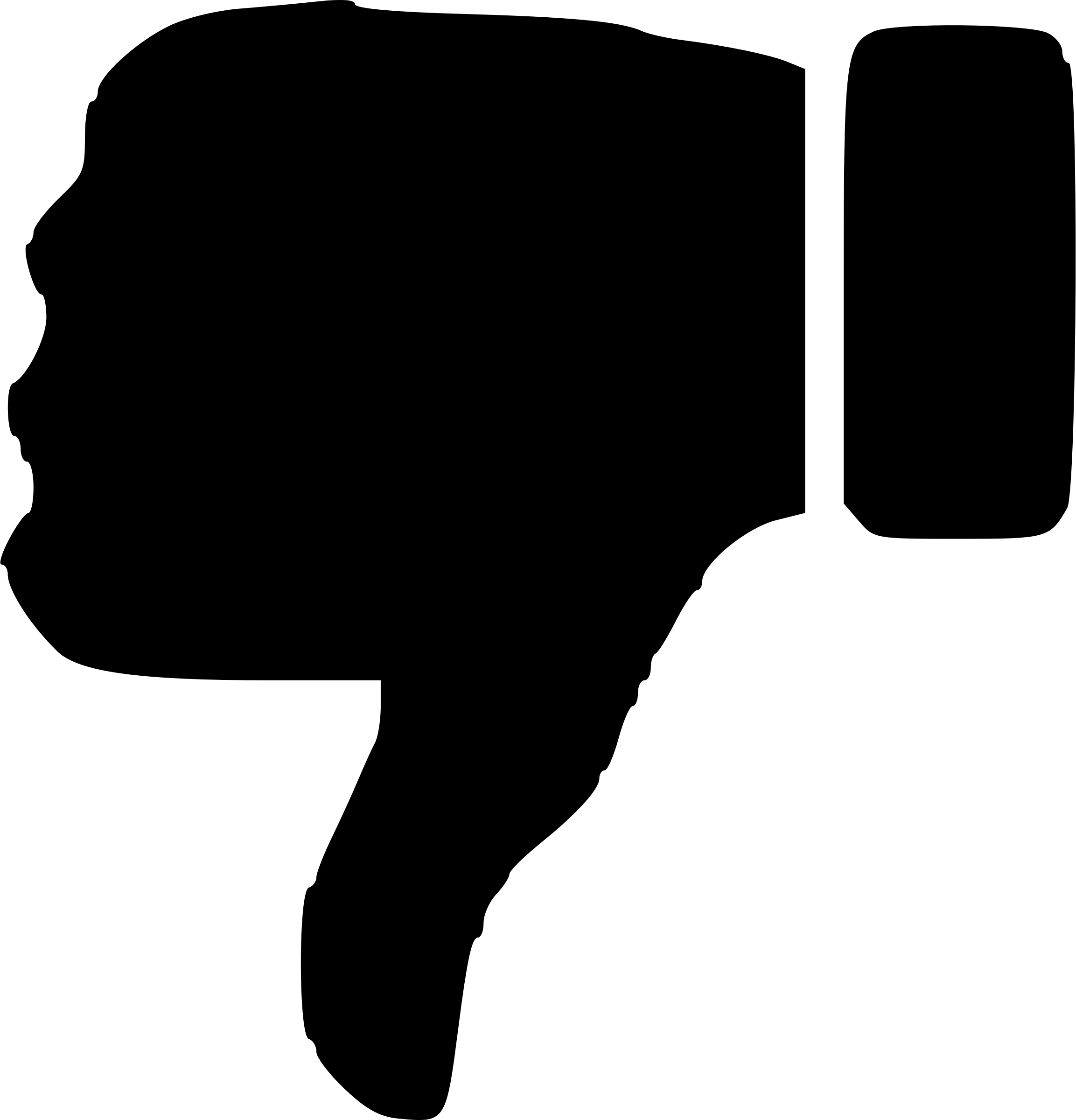
**Facebook & Internet**

**   **

**Radio and TV**

**Adverts and Newspapers**

**I DO give permission for photo/video of me & my name to be used to tell people about what I do on the farm **

**I DO NOT give permission for photo/video of me to be used **

**Signature of Social Farming Participant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supporting Signature & Position** (staff/guardian/ family etc;if appropriate)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_**

***Kerry Social Farming Participant photo/video/media consent cont.***

***Where the above accessible photo/video consent form for participants is used, the person (staff/advocate/family member/carer) supporting the individual participant must also read the information below and sign/date same.***

Permission is hereby granted to Kerry Social Farming to use photographs/video footage gathered on the farms and/or events which promote Kerry Social Farming as follows:

* To supplement mandatory reports or proposals furnished to the Department of Agriculture Food and the Marine or other government/statutory bodies/funding agencies where required.
* For use in any promotional, advertising material, including publication on its website ([www.kerrysocialfarming.ie](http://www.kerrysocialfarming.ie)), social media, and other media formats such as newspaper articles and T.V.

**By signing this document it is confirmed and understood that:**

* **Data retained by Kerry Social Farming** may include photos, images or video recordings of KSFP activities, where the data subject has already provided a written consent in respect of same.
* **Kerry Social Farming** is committed to using images/video footage of any persons featured in the photographs/video footage in a positive and professional manner;
* **Kerry Social Farming** do not limit this use to conclude at a specific time or date;
* **Kerry Social Farming** has received permission from all adults in any enclosed photographs, for their photograph to be used in its published material and research/project review;
* **Kerry Social Farming** recognise and respect the right of the individual not to give consent to any photo/video footage of them be taken or used for any purposes;
* **Kerry Social Farming** recognise the right of refusal of any individual to refuse a particular photograph been taken/their image to appear in a particular photograph/video footage at any stage (even where the individual may have given written/verbal consent previously);
* **Kerry Social Farming** recognise the right of any individual who ceases to be a part of the project, for whatever reason, to request that images/video footage data pertaining to them not be retained by Kerry Social Farming or used for any purposes.

This document becomes valid once my signature is added to it.

***Participant Signed:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***I understand by signing this document, I confirm that I have assisted an individual to give full permission, and/or advocate on behalf of, the participant relating to consent for Kerry Social Farming to to use images/video footage of said individual as outlined above. I recognise that the participant has the right to withdraw consent at any stage, and I will assist/advocate on behalf of the participant to exert their full rights in matters relating to data protection and image/video/media consent to/withdrawal of consent from Kerry Social Farming to take/use/retain said images/footage for any purposes. Where I am in no longer in a position to advocate/support a participant in this matter for whatever reason, I the undersigned, confirm that I will inform the Kerry Social Farming Facilitator, who can subsequently liaise with/arrange for another staff/family member/advocate/carer to support/advocate for the participant as appropriate/required regarding exercising their rights relating to data protection and informed image/video/media consent for Kerry Social Farming purposes.***

***Signature of person who has assisted participant with this form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Position/role:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Date:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please complete the above and return to:***

**Kerry Social Farming Facilitator**

SKDP Offices, West Main Street, Cahersiveen, Co. Kerry

Tel: (066) 9472724

Email: [eoconnell@skdp.net](mailto:eoconnell@skdp.net) or [renablake@newkd.ie](mailto:renablake@newkd.ie)