

# Cover page to send with a referral

**Sharing with:**

**Designated worker:**

worker who supported to complete;  
keep track of changes

**Date completed:**

**Has it been edited/updated?**

include a date here to ensure most recent version is used.

**Date shared:**

## Before you read this completed Personal Passport...

The person who this Personal Passport belongs to has **chosen to fill it in** and to share the information with you, and the information has been written **in their own words**.

People can choose what to say, how much to include, and when to fill in the Personal Passport, but the information shared in this document **must comply with data protection law**.

This means there might be situations **where teams have to use and share the information within the passport to fulfil their legal duties, for example to safeguard someone from harm**.

Each organisation the Personal Passport is completed, stored and shared with will have their own data protection and privacy notice. Please ask to view this if you would like to know how your information will be used and shared.

To see how Camden Council (organisation that supported the creation of the Personal Passport) uses your your data, please see our Privacy Notice at [www.camden.gov.uk/privacy](http://www.camden.gov.uk/privacy).

## After reading...

This doc might contain sensitive and personal information - remember to **close the tab and delete the Personal Passport** if you have it downloaded on any device. It should be uploaded and saved on any systems an organisation might use to keep people's personal information safe.

**If you have edited the Personal Passport**, please share the updated version with the designated worker, and any other teams or workers who you know are supporting this person.

**To read the full Personal Passport Privacy Notice, and more information on how to use, store and share this document, see our **Guidance** - [here](#).**



# Personal Passport

Quick get to  
know me

# How will this Passport help you?



*It should help workers understand you as a person...to help reduce having to explain your issues over and over*

*It's about you, it comes from you*

*...people aren't putting words in your mouth'*



## Why should I fill it in?

To share information about yourself that you would like services and people supporting you to know.

For example, your hospital team, new hostel or a key worker.

# How do I fill it in?

- You **don't** have to fill **everything** in at once
- You can fill it in **on your own** or with someone else.
- You can go through **at your own pace**
- If someone is writing it on your behalf, **it should be written in your own words and from your own perspective.**
- You can **edit** your Personal Passport **as many times as you want**

## You can choose:

- who is able to **read** your information
- who it is **shared** with
- who **looks after** it

Privacy and data protection: how will the information in your Personal Passport be used? - **see page 7**

# This belongs to:

*Have you already been asked to fill one in?  
You do not have to fill this in again. You can use  
the same copy if you already have one*

**Choose a support worker who can store,  
share and look after your Personal Passport,  
(e.g. make sure the right version is being used)**

Team or Service .....

Name of worker(s) .....

Do you want to **create a password** for  
your Personal Passport or have any  
questions about how to keep your  
information safe?

Yes

No

-if yes, **a support worker can help you**  
and talk with you how to keep it safe

# Quick get to know me

## Meeting & getting to know me

### **Environments that make me feel comfortable + welcomed, e.g.**

- places I like to meet and feel safe in
- things that put me at ease
- environments I don't like, don't feel safe in

### **How to communicate with me, e.g.**

- How to stay in touch with me + check in on me time of day? How do I like to be spoken to?

**Things I want you to know about me and my situation:**

**e.g.**

- Things about my situation I want people to know...
- I don't want to be asked about...
- People misunderstand about me...
- Things that I value and things that are good...

## People in my life

Things I want you to know about people in my life:

## Looking after myself

How I look after myself:



## **Data protection:** how will the information in your Personal Passport be used and shared?

*You can choose what to say, how much to include, and when to fill in the Personal Passport.*

*It is helpful to include information and things about yourself and your situation that you think is important to be shared with the people supporting you.*

*This could be your GP, a hostel keyworker, or another support worker.*

*Your support worker should share it with other services and workers whenever you ask.*

*But there might also be times where a support worker or organisation has a responsibility to **use and share the information in your Personal Passport on your behalf without you asking them to.***

***For example, at Camden Council, we can share your Personal Passport when we need to do so. This will only be to fulfil legal duties and responsibilities, as outlined in Data Protection Law.***

***This could include:***

- *To get you the support you need, (e.g. to make referrals)*
- *In urgent or emergency situations*
- *To protect people from harm, or where there is a safeguarding concern*

*This also applies to any organisation that might receive your Personal Passport and keep a copy. They will be able to store, use and share your information as explained in their own privacy notice. See the [FAQs in our Guidance](#) for more information on this.*

***Each organisation will have their own policies on this. If you are filling this in with any organisation other than Camden Council, please ask to see their data protection and privacy notice.***



*To see how Camden Council (organisation that supported the creation of the personal passport) uses your personal data please see our Privacy Notice at [www.camden.gov.uk/privacy](http://www.camden.gov.uk/privacy) or scan our QR code.*