

## Please answer these questions.

1. Are you interested in support for/information about:

Debt & Money Advice?  Cookery Skills/Cooking on a Budget?

Addiction/Substance Abuse?  Volunteering?

2. Do you ever struggle to pay: Rent?  Energy Bills?

For food?  For Other Essentials?

## Member Privacy Notice

We collect and hold information about you to enable us to run the charity and manage our projects efficiently and effectively. Footprints in the Community have a 'legitimate interest' to store and use your data in this way.

Most of the information we hold will have been provided by you, from your application or referral form and documents you sign or give to us. Some Information may be provided by external sources, such as from agencies who are working with you. This information forms the basis of a confidential member/client record, which we may hold in both electronic and securely-stored paper format.

We keep your personal information as secure as possible and we do not share your information with any other agencies or companies, except as required by law.

The length of time we will hold your personal information for depends upon the nature of the data.

You have a number of rights, including: the right to see any information that we hold about you, to rectify any errors in the information we hold and to have your details removed.

You also have the right to complain to the Information Commissioner's Office if you feel that we have not complied with the requirements of the General Data Protection Regulation.

If you have a question about how we use your personal information, please contact Ruth Fox, CEO at [ruth@footprintsinthecommunity.co.uk](mailto:ruth@footprintsinthecommunity.co.uk) or by post to 10 Queen Street, Redcar TS10 1DY.



# Next Step Shop

OPEN



10 Queen Street, Redcar

Tuesdays, Wednesdays  
& Fridays

9.30am—1pm

## Member's Shop ...

helping you make your money go further

10 Queen Street, Redcar, TS10 1DY

Tel: 01642 484842 Email: [nextstep@footprintsinthecommunity.co.uk](mailto:nextstep@footprintsinthecommunity.co.uk)

Registered Charity Number 1153121

09/2020

## Using Next Step Shop

Thank you for applying to become a member of Next Step Shop.

These are some things you need to agree to before you can use the shop:

- You can visit the shop once each week, for up to 6 months.
- You pay **£2.50** each time you use the shop.
- You may be allocated a certain day to use the shop and we would ask that you only visit on this day, if we ask you to.
- You must bring your membership card with you every time you visit the shop (if we have given one to you).
- Only one person in your house can be a member at any one time.
- You can choose 10 items of food each visit.
- You must be referred to the shop by an agency that you are working with.
- We may cancel or refuse your membership, for example, if you do not use the shop for four weeks, you move away from the area, or you abuse the shop or our volunteers.
- If we cancel your membership because you have not used the shop, you can apply again, but you will be placed at the end of a waiting list.
- We will usually limit the number of members. Once our membership is full, we will place any new applicants on our waiting list.
- Some food items may not always be available and we may limit some items to one or two per member. You cannot pre-order items.
- If you have special dietary requirements or allergies, it is your responsibility to check food packaging.

## Application Form

Your Details (please use block capitals)	
Name	
Address	
Postcode	
Home Phone Number	
Mobile Phone Number	
Email Address	

I confirm that the information on this form is correct to the best of my knowledge and I understand that it may be checked by Footprints in the Community.

I confirm that I have read and understand this leaflet, including the Member Privacy Notice on the back of this form.

I agree to my photograph being used for my membership card.

Signed:	Date:
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**Please read the information and answer the questions on the back of this form, to help us plan more ways to help make your money go further.**

<b>To be completed by Referral Agency/Sponsor:</b>	
I recommend the above named person to be a member of Next Step Shop.	
Signed:	Date:
Name and Address of Agency:	
Phone Number:	Date Given to Client:

Now fill in the application form on the next page.



**Please bring ID/proof of address with you.**