Girlfridayz
Business support to sole trader & SME's
28 Cambria Road
London SE5 9AE
E: girlfridayz@girlfridayz.com
W: http:/girlfridayz.com
M: 07931089744

# Disclosure of information

## Online & Face to Face Consent

I understand that I have the following rights with respect to Girlfridayz:

I have the right to withhold or withdraw consent at any time without affecting my right.

2. I understand that I need to inform Girlfridayz that I would like to invite in meeting arrange any third party prior to attending the meeting and that express consent needs to be sought in writing in conjunction with the Data Protection Act 1998 and the new European Union Privacy Regulation (GDPR) which came into force 25/05/18.

3. This term applies to online meeting and face to face meeting with Girlfridayz.

4. This term also applies to the information providing via email, letter, recording from Girlfridayz to you or you to Girlfridayz about meeting data or minutes.

5. You are not permitted to record any meeting without Girlfridayz prior consent. If you need to have the information recorded by us or we need to record you because you are a guest, on our podcast, customers to conduct an online consultation, or meeting, a staff member, volunteer, or third party we required your consent in writing in accordance with the Data Protection Act 1998 and the new GDPR 2018.

6. Girlfridayz will only disclose information held in your file with us with you if requested preferably in writing in conjunction with the Data Protection Act and the GDPR but we will accept disclosure consent request over the phone on occasion.

7. You can share your information with any third party if you wish to do so. However, if any third parties you choose to disclose your information discussed with us — contact us via any means with regard to your information held with us to discuss it with us. We at Girlfridayz will not discuss your information with any third parties without your express consent preferably in writing but we will accept disclosure consent over the phone on occasion.

8. You are not permitted to share information provided by us about our meeting either online or face to face, email sent, or recording permitted on any social media platform or the media without our express consent because our information are sensitive or could create a conflict of interest punishable by UK law and we require the minutes of the meeting to be sent to us. This term also applies to any of your associates, peers, family member, friends, staff members or any other third parties involved in our meeting or not involved in our meeting. If you have chosen to disclose your information willing with anyone, we are not liable if the information conveys is damaging to you.



Girlfridayz™ is registered self-employed since 2007 company number 10358020 – Girlfridayz is a registered trademark Created 10-12-16 reviewed 25-05-18 reviewed 09-11-23

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9. Should you or your third parties breach term 8 of this consent form. You will be made liable if the information conveys is damaging to our reputation and business.

**You give consent or not: Recording, Sharing of information, Investigating an allegation, however, you are obliged to disclose any conflict of interest or any detrimental sensitive information. In completing the disclosure form be specific with your disclosure. Ensure you fill the relevant part of the form relevant to your circumstances only. If you need more space, use a separate sheet.**

**I agree to give consent to:**

_____
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_____

**I do not agree to give consent to:**

_____
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_____

**If you have given your consent already and wishes to amend it tick the relevant options.**

**I want to withhold consent**

☐

**I want to withdraw consent**

☐

**Your full name:**

**Date of consent given:** **Date of consent withhold:** **Date of consent withdraw:**

X _____



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**I have a conflict of interest to declare:**

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**I have sensitive information to declare:**

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**If someone harasses you, please disclose it here because we require to investigate the allegation. Please add the date and time of the allegation. Harassment and cyberbullying is punishable by law.**



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**If staff members, suppliers, associates, customers or any third party online or face to face directly or indirectly discriminates against you report it here because we are obliged to investigate the allegations. Please add the date and time of the allegation.**

Once the form completed and duly signed and dated email completed form to girlfridayz@girlfridayz.com. Save the form completed on your computer or cloud drive. Then email it to us as an attachment or post it to Girlfridayz Limited at the address mentioned above.



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