

# Purple Folder Handover Agreement

Where someone does not have capacity to look after their own Purple Folder and keep their personal information safe, then this form can be used as a receipt for those supporting them.

The Purple Folder contains confidential information. Therefore, if lost, this is a breach of GDPR and must be reported and treated in line with Data Protection policies/procedures.

This receipt should be completed whenever the Purple Folder owner is admitted to Hospital or goes to stay in a different home environment, temporarily or permanently, and takes their purple Folder with them.

The person relinquishing the folder should ensure this is completed and keep it as receipt/evidence of the Purple Folder now being the responsibility of a different organisation.

If the person later returns to their home and the Purple Folder is returned, then again this should be completed as receipt of its return.

I,

(name of person who supports the Purple Folder owner and is handing the folder)

**State that this Purple Folder, belonging to**

(name of the person that the Purple Folder contains the health information of)

**has been handed over with the relevant information to**

(name of the person receiving the folder)

**Job role:**

**Of establishment/ward**

**Signed**

(person handing over the folder)

**Print name:**

**Role/Relationship to the Purple Folder owner:**

**Date**

**Signed**

(person receiving the Folder)

**Print name:**

**Role/Relationship to the Purple Folder owner:**

**Date**