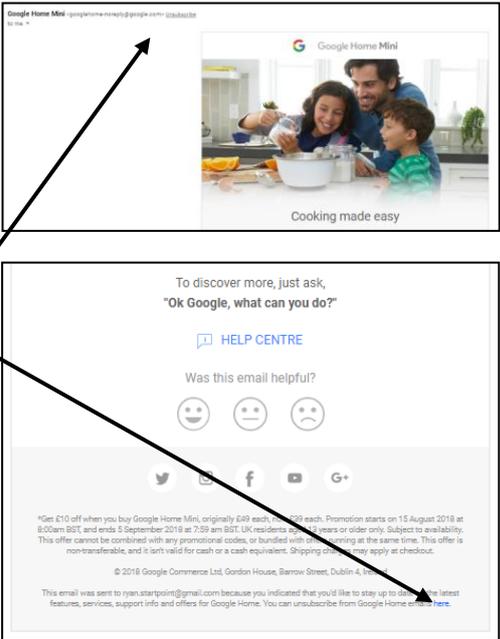


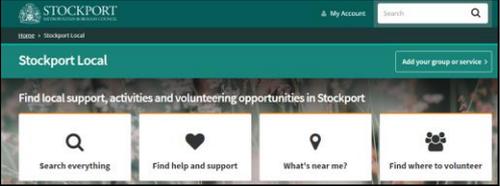
Fresh Start – Completing Forms

Completing Forms	
1	<p>As more services move online, the ability to be able to register for an account online to access services is becoming increasingly every day. Whether it be applying for a passport, completing a universal credit application, or booking a holiday, knowing what information is safe to input and how best to navigate different fields is important.</p>
	
<p>Knowledge check – When entering personal information into an online form, what 2 things should you look out for?</p>	
2	<p>We are going to have a go at completing a mock online form. This form will ask you different questions and allow you to input answers in a variety of different formats.</p> <p>To access this form, open your internet browser and type www.tinyurl.com/stockportonlineform into the address bar at the of the screen.</p>
	
<p>Knowledge Check – Which of the questions did not have an asterisk next to it?</p>	
3	<p>Often when completing an online form or creating an account online, for which you'll firstly need to fill in an online form, you'll be asked for personal information.</p> <p>But what should you give and to who is it safe to give it to?</p>
	

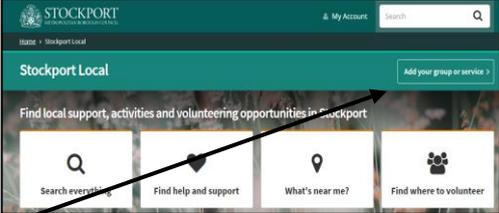
4	<p>We are going to look at the following requests for personal information as a group and decide whether we would give them the following information.</p>	<p>When creating a Facebook account, they ask for your date of birth. Why is this? Should you give it to them?</p> <p>If you are doing a google search and google asks for your location, why are they doing this? Should you give it to them?</p> <p>You are purchasing something from Amazon and they ask you which political party you vote for. Why are they asking for this information? Should you give it to Amazon?</p> <p>You are doing an online grocery shop at Morrisons, and as part of creating your account, they ask you for your gender. Why are Morrisons asking for this?</p> <p>You are watching a 'how-to' video on YouTube and it asks you a series of questions before you can watch the next video. One of the questions is about your ethnicity. Do YouTube need to know your ethnicity for you to watch a video?</p> <p>You are reporting an issue with a street light to Stockport Council. As part of this they are asking you for your post code. Why do they need this? Should you provide them with it?</p> <p>Whilst creating a Learn My Way account, they ask for an email address. Why is this? What other options are there, should you not wish to provide your email address?</p>
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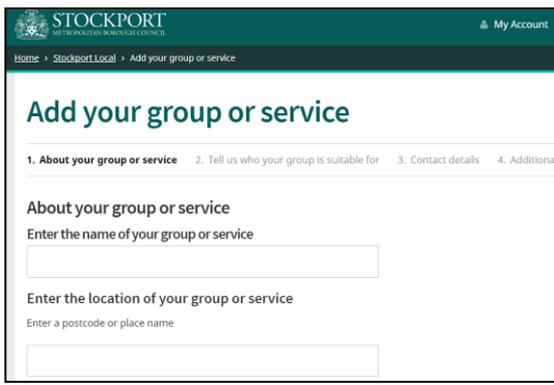
<p>5</p>	<p>Under GDPR, we now have more control over how our personal information is managed. This includes opting in to mailing lists rather than the previous opting out. If you do add your details to a mailing list and wish to remove them, select an email from the company and scroll to the bottom of the email (some companies include the option elsewhere but usually it's at the bottom). There you will find an option to 'Unsubscribe' meaning that your details are removed from their mailing list.</p>	 <p>The image shows two screenshots of an email from Google Home Mini. The top screenshot shows the email content with a family cooking and the text 'Cooking made easy'. The bottom screenshot shows the footer of the email with a link to the 'HELP CENTRE', a feedback section with three smiley face icons, and social media icons. At the very bottom, there is a small link for 'Unsubscribe'.</p>
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Knowledge Check – Sometimes when creating accounts, you are asked for answers to 'Secret questions'. These can be anything from your Mother's family name to the name of your first teacher. Why?

<p>6</p>	<p>We are going to look at a different website where another online form can be filled in.</p> <p>To access this form, open your internet browser and type www.stockport.gov.uk/groups into the address bar at the top of the screen.</p>	 <p>The image is a screenshot of the 'Stockport Local' website. It features a teal header with the 'Stockport Local' logo and a search bar. Below the header, there are four main navigation buttons: 'Search everything', 'Find help and support', 'What's near me?', and 'Find where to volunteer'. A button labeled 'Add your group or service' is also visible in the top right corner.</p>
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Knowledge Check – When filling in an online form, what does the * symbol mean next to a question?

<p>7</p>	<p>The website we are looking at is Stockport Local. This website is where community groups and organisations can post information about the services they offer.</p> <p>We are going to select the 'Add your group or service'. Below are some details we want you to add to Stockport Local.</p>	 <p>The image is a screenshot of the 'Stockport Local' website, similar to the one in the previous table. A black arrow points from the text in the adjacent cell to the 'Add your group or service' button in the top right corner of the website's navigation area.</p>
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8	<p>This form asks us information such as name, location, description, category, age group and email address.</p> <p>Is it unusual for a website like Stockport Local to ask you for this kind of information?</p>	 <p>The screenshot shows the 'Add your group or service' page on the Stockport Local website. The page has a dark green header with the Stockport Metropolitan Borough Council logo and 'My Account' link. Below the header is a breadcrumb trail: 'Home > Stockport Local > Add your group or service'. The main heading is 'Add your group or service'. A progress indicator shows four steps: 1. About your group or service (active), 2. Tell us who your group is suitable for, 3. Contact details, and 4. Additional information. The form contains two sections: 'About your group or service' with a text input field for 'Enter the name of your group or service', and 'Enter the location of your group or service' with a text input field for 'Enter a postcode or place name'.</p>
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