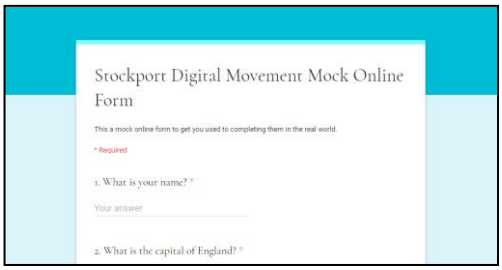
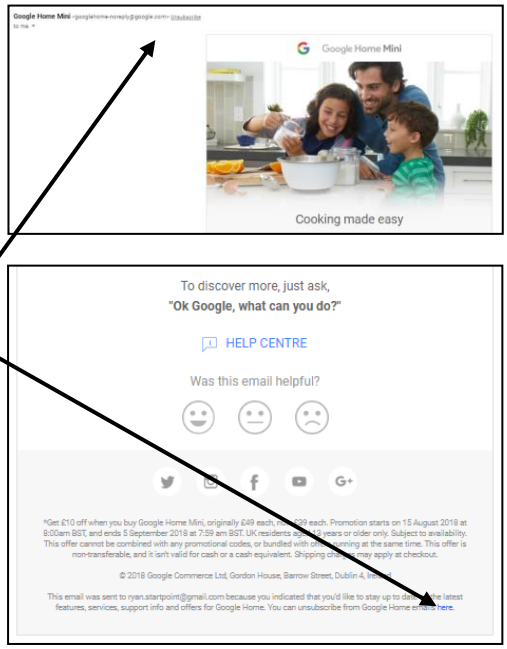
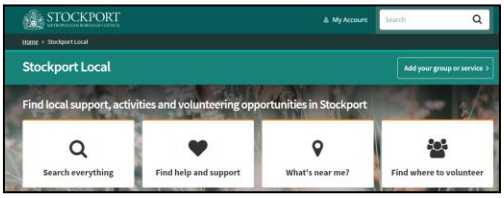
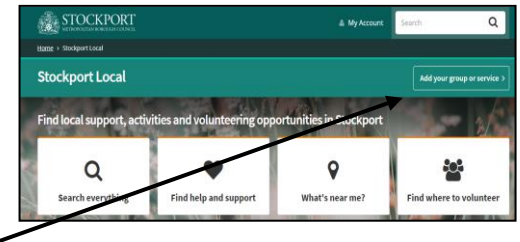
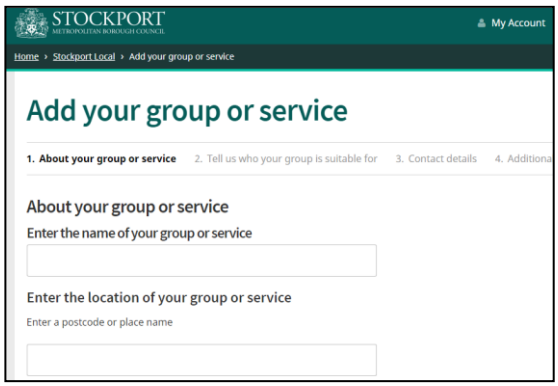
Fresh Start – Completing Forms

Completing Forms		
1	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.	
Knowledge check – When entering personal information into an online form, what 2 things should you look out for?		
2	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. To access this form, open your internet browser and type www.tinyurl.com/stockportonlineform into the address bar at the of the screen.	
Knowledge Check – Which of the questions did not have an asterisk next to it?		
3	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. But what should you give and to who is it safe to give it to?	

4	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.	When creating a Facebook account, they ask for your date of birth. Why is this? Should you give it to them? If you are doing a google search and google asks for your location, why are they doing this? Should you give it to them? 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? 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? 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 questons is about your ethnicity. Do YouTube need to know your ethnicity for you to watch a video? 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? Whilst creating a Learn My Way acccount, they ask for an email address. Why is this? What other options are there, should you not wish to provide your email address?

5	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 its at the bottom). There you will find an option to 'Unsubscribe' meaning that your details are removed from their mailing list.	
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?		
6	We are going to look at a different website where another online form can be filled in. 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.	
Knowledge Check – When filling in an online form, what does the * symbol mean next to a question?		
7	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. We are going to select the 'Add your group or service'. Below are some details we want you to add to Stockport Local.	

8	This form asks us information such as name, location, description, category, age group and email address. Is it unusual for a website like Stockport Local to ask you for this kind of information?