

Ashfield District Council Volunteer Enquiry

Date of Enquiry:

Volunteer's Name:

Contact Number:

Email Address:

Volunteer's Address:

Is there anything else you need to tell us about your personal circumstances?

What type of volunteering are you interested in?

In which area of the District are you available to volunteer?

Are you interested in volunteering regularly or just as a one-off activity?

What is your availability?

Are you in receipt of any benefits? Yes No

If yes, before your application can be processed you should discuss your intention to volunteer with your Benefits Advisor as your benefits could be affected by volunteering for the Council. This is really important for you to follow up and then come back to us to enable us to progress your application.

If no, thank you for your enquiry. Once a suitable opportunity has been identified, we will need you to go through the registration and induction process. We will contact you again within the next 2-3 weeks to provide you with a progress update.

If you have any queries relating to your enquiry or need help to complete this form please telephone 01623 457451 or 01623 457535

Please ensure that you read and sign the Privacy Notice overleaf before returning your completed form to: volunteering@ashfield.gov.uk

Or by posting to:

Ashfield District Council
Volunteering
Place and Wellbeing Team
Urban Road
Kirkby-in-Ashfield
Nottingham
NG17 8DA

General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) – Privacy Notice

Under the GDPR and DPA, Ashfield District Council, Urban Road, Kirkby in Ashfield, Nottingham. NG17 8DA is a Data Controller for the information it holds about you. The Council will hold the information provided by you within this registration form for the purpose of Volunteering. The lawful basis under which the Council uses personal data for this purpose is Contract/Legitimate Interest and Consent.

The information provided by you includes the following special categories of personal data

physical or mental health

Special Category Data is used by the Council on the basis of Consent, in accordance with the provisions of the Data Protection Act 2018.

Your data will be held for 7 years from when you cease to volunteer with the Council. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement www.ashfield.gov.uk/privacy

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the above address or by email to dpo@ashfield.gov.uk If you are dissatisfied with the Council's response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.

I give consent for any Special Category Data disclosed within this Registration form to be used by the Council for the purpose of Volunteering with the Council

- Please tick to consent

I accept the Privacy Notice above and note that this statement covers all forms and documentation

Volunteer Signature

Date

For office completion only

Referred to: **Officer contact name**

Officer contact number

Follow up date (approximately 1 month's time):

Named person or organisation:

Date:

Details added to volunteer enquiry database and enquiry filed: Yes No

Officer to use the database for any further information