Volunteer Role:

Name:

Address:

Contact number:

Date of Birth:

E-mail:

Availability

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Morning | Afternoon | Evening |  |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |
| Sunday |  |  |  |  |

Are you new to volunteering?

Why are you interested in this volunteering opportunity?

What experience and skills can you offer in this role?

Please describe your personality and give details of any hobbies or interests

How did you hear about this volunteer opportunity?

Referees:

**Reference :**

1. Name………………………………………………….

Address……………………………………………….……………………………………………………….

Tel:……………………………………………………

E-mail………………………………………………….

Relationship to Volunteer ……………………………

**Reference :**

1. Name………………………………………………….

Address……………………………………………….……………………………………………………….

Tel:……………………………………………………

E-mail………………………………………………….

Relationship to Volunteer ……………………………

**Vetting Procedures**

This post will require completion of a [**Self Declaration Form]** and the appropriate level of **PVG Disclosure Record.**  Disclosure checks will only be requested for those applicants that we wish to appoint.

(i) **Self Declaration Form:** Please confirm that you have completed the Self Declaration form and returned it to us in a sealed envelope clearly marked “Self Declaration Form”. This Self Declaration Form will only be opened in the event of you being considered for an interview.

**Please Tick**

(ii) **Disclosure Record**: Please confirm that you understand and agree to a disclosure record should we wish to appoint you to a post considered to be regulated work.

**Please tick**

|  |
| --- |
| **Declaration**  I confirm that the information I have given in this form is accurate and truthful.  **Signed …………………………………………………………….**  **Print Name**  **Date …………………………** |

**Thank you for completing this application form. Please return it to the name and address given below:**

**Please return completed applications to:**

**NAME**

**Dundee Volunteer and Voluntary Action**

**10 Constitution Road**

**Dundee**

**DD1 1LL**

**Privacy Notice – Volunteer Application Form PVG**

**Dundee Volunteer and Voluntary Action** **(DVVA)** needs to collect and use certain types of information about individuals who come into contact with DVVAin order to carry out our work. Dundee Volunteer and Voluntary Action is what’s known as the ‘Controller’ of the personal data you provide to us. You can contact the Data Protection Officer at [communications@dvva.scot](mailto:communications@dvva.scot).

**What personal data will we collect?**

We collect the following personal data about you.

Name Referee Contact Details

Address Telephone Number

Email address

Any information you provide in the self disclosure form

A record of the date of issue of the Disclosure, the name of the subject, the Disclosure type, the position for which the Disclosure was requested, the unique reference number of the Disclosure and details of the recruitment decision taken.

**What are the purposes of processing the data?**

|  |  |
| --- | --- |
| Name, Address, Email address and Telephone Number | In order to contact you and keep accurate records. |
| Date of Birth | To ensure that you are 18 years old or over |
| Referees Contact Details | In order to make contact with your referees. |
| Information you provide in self disclosure form | To assess your suitability for this type of regulated work. |
| A record of the date of issue of the Disclosure, the name of the subject, the Disclosure type, the position for which the Disclosure was requested, the unique reference number of the Disclosure and details of the recruitment decision taken. | To ensure an individual to whom we are offering regulated work is not barred from doing that type of regulated work. |

**Lawful processing of personal data**

DVVA can process and retain volunteer data because it is in the legitimate interests of the organisation. Processing is necessary to progress your volunteer application, and to make contact with you or your nominated referees in connection with the recruitment process. Processing of Disclosure information is necessary for the organisation to ensure that an individual is suitable to do regulated work.

**What we do with your data?**

Dundee Volunteer and Voluntary Action regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining you confidence.

Dundee Volunteer and Voluntary Action will ensure that your personal information is treated lawfully and correctly.

Information and records will be stored securely and will only be accessible to authorised staff and volunteers.

Information will be stored for only as long as it is needed or required statute and will be disposed of appropriately.

Your self declaration form will only be opened if you are being considered for an interview.

We keep a record of the date of issue of the Disclosure, the name of the subject, the Disclosure type, the position for which the Disclosure was requested, the unique reference number of the Disclosure and details of the recruitment decision taken.

Your personal details will not be given to anyone outside Dundee Volunteer and Voluntary Action without your consent unless it is necessary for us to do so, i.e. in order to comply with the law, with police investigations or it is determined that there is risk of significant harm to either yourself or another person.

There are circumstances where the law allows Dundee Volunteer and Voluntary Actionto disclose data (including sensitive data) without the data subject’s consent.

These are:

* Carrying out a legal duty or as authorised by the Secretary of State
* Protecting vital interests of an Individual/Service User or other person
* The Individual/Service User has already made the information public
* Conducting any legal proceedings, obtaining legal advice or defending any legal rights
* Monitoring for equal opportunities purposes – i.e. race, disability or religion (in the form of statistics and not in any way that identifies you.)

Dundee Volunteer and Voluntary Actionmay share data with other agencies such asthe local authority, Health organisations, funding bodies and other voluntary agencies (in the form of statistics and not in any way that identifies you.) You will be made aware how and with whom the information will be shared.

**How long do we keep your data?**

If your application is successful, the data will be retained in your personnel file for the duration of your time volunteering at Dundee Volunteer and Voluntary Action. If your application is unsuccessful the data will be securely disposed of at the conclusion of the recruitment process.

Your self declaration form will only be opened if you are being considered for an interview and will be destroyed after the recruitment process is complete.

DVVA does not keep PVG, Disclosures or related information for any longer than is required after a recruitment (or any other relevant reason) decision has been taken. In general, this is no longer than 90 days.

**What are your rights?**

All Data Subjects have the right to access the information DVVAholds about them. Individuals may exercise the right by making a written ‘subject access request’ (SAR). However, subject access goes further than this and an individual is entitled to be:

**•** told whether any personal data is being processed;

**•** given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people;

**•** given a copy of the personal data; and

**•** given details of the source of the data (where this is available).

You have the right to receive a copy of the personal information that DVVA holds about you, and to demand that any inaccurate data be corrected or removed.

You have the right to withdraw consent at any time, **where relevant**.

If you wish to access a copy of any personal data being held about you, you must make a written request for this. To make a request, please complete a **Personal Data Subject Access Request Form** which can be obtained from the Data Protection Officer. If a SAR is received DVVA will respond within one month.

If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. **Contact** [**communications@dvva.scot**](mailto:communications@dvva.scot)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner’s Office [*https://ico.org.uk/*](https://ico.org.uk/)