



# ASCOT VOLUNTEER BUREAU

Registered Charity number: 283869

## Consent form - clients The General Data Protection Regulation (GDPR)

This legislation supplements the Data Protection Act 1998: it comes into effect on 25 May 2018. To permit AVB to show compliance you are asked to read and complete this form, sign it and then return it to the AVB Coordinator in the pre-paid envelope provided.

The personal information you provide is needed to maintain a record of all clients using the AVB service to permit contact with you at appropriate times and to support the smooth, timely operation of AVB. All the information you provide will be held securely in its original hard copy format to facilitate communication and record-keeping. Current AVB procedure does not entail keeping client details in electronic format, but this might change in the future. You have the right to inspect these records to ensure their accuracy and the right to request (in writing) amendment to or removal of your details.

The AVB Coordinator is responsible for maintaining and keeping secure all such data gathered from clients. When appropriate, AVB volunteers may be provided with some or all of your details in order to provide you with the service requested and to permit the smooth running of the Charity.

All clients are usually contacted by telephone. No personal information will be given to any external third party without your express permission unless the Charity is required to do so by law.

### Please complete the details requested below.

*You are not obliged to provide such detail, but it will be impossible to provide you with the AVB service should you decide not to complete and return this form.*

*By signing and returning this form you are acknowledging the AVB policy summarized above and providing consent accordingly. A copy of the full AVB policy is available on our website or on request.*

Title and Full Name.....

Address.....

..... Postcode.....

Telephone: Home..... Mobile.....

Email Address.....

Mobility aids used.....

Do you have a disabled person's badge? Yes / No (please circle as appropriate)

Please indicate how AVB may communicate with you by circling the appropriate yes or no below.

**TELEPHONE - Yes / No      EMAIL – Yes / No      POST – Yes / No      TEXT – Yes / No**

***I agree to my details being retained and used by AVB for the reasons set out above.***

Signature:

..... Date.....

*Please return this form to: AVB, South Ascot Church Hall, Church Road, Ascot SL5 9DP*