



ASCOT VOLUNTEER BUREAU

Registered Charity number: 283869

Consent form - Volunteers The General Data Protection Regulation (GDPR)

This legislation supplements the Data Protection Act 1998: it came 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.

The personal information you provide is needed to maintain a record of all volunteers, which includes the trustees and officers, 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 and in electronic format to facilitate communication and record-keeping. 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. A separate form providing bank account details is required for volunteers claiming expenses.

The AVB Coordinator is responsible for maintaining and keeping secure all such data gathered from volunteers. Other officers of AVB may be provided with some or all of this information to permit the smooth running of the Charity.

All volunteers are usually contacted by telephone, with occasional use of email or letter. No personal information will be given to any 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 involve you as a volunteer 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 Data Protection policy is available on our website or on request.

Title and Full Name.....

Address.....

..... Postcode.....

Email Address.....

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

I am a volunteer acting as: Driver Transport Administrator [please tick appropriate box(es)]

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: John Thomson, 3 Woodend Drive, Ascot SL5 9BD