



## VOLUNTEER REGISTRATION FORM

<b>Name:</b>
<b>Date of Birth:</b>
<b>Address:</b>
<b>Telephone number:</b>
<b>Email:</b>
<b>Next of kin's name and contact telephone number:</b>
<b>How did you find out about becoming a volunteer with the LOHP?</b>
<b>Other relevant information that could affect your ability to undertake the role (medical conditions)</b>
<b>Particular interests, skills which you would like to contribute to or develop with LOHP</b>

Please sign below to confirm that you have:

- Had an introductory chat with a representative of LOHP.
- Read and understood the Role Description and any further information given to you when you join.
- Declared any medical conditions that may affect you or those around you whilst volunteering for LOHP.
- Provided next of kin contact information to be used in the case of an emergency and added an In Case of Emergency (ICE) contact to your mobile phone.
- Understand that it is your responsibility to carry your emergency contact card/bracelet (once issued) to all LOHP activities.

**I consent to any photographs taken whilst on task to be used in LOHP publicity material (newsletter, publications, reports, website, Facebook, Twitter)**

Yes

No

**I consent to LOHP holding my data in line with General Data Protection Regulations 2018 and the LOHP Privacy Notice (overleaf).**

Yes

No

**Signed:**

**Date:**

## Privacy Notice

### Why we need your information

The data on this form is being gathered for the purpose of registering you as a volunteer for the Little Ouse Headwaters Project. It is necessary to collect this information in order to contact your next of kin in the event of an accident/incident during activities, for insurance purposes, to keep you updated about volunteering activities, events and record your participation. The Little Ouse Headwaters Project will hold and handle this information in accordance with the General Data Protection Regulations 2018.

This information is being gathered and will be processed by the Little Ouse Headwaters Project and its volunteers on the basis that you are giving consent for us to do so. If you wish to withdraw consent at any time you can do so by contacting us on 01379 898009 (Reg Langston) or 07919 912045 (Ellie Beach – Conservation Manager) or emailing us at [reg.langston@lohp.org.uk](mailto:reg.langston@lohp.org.uk) or [ellie.beach@lohp.org.uk](mailto:ellie.beach@lohp.org.uk)

### What we will do with your information

The information you give us will be held by the Little Ouse Headwaters Project on a secure part of the website, be password protected and only accessible to a limited number of LOHP individuals. All paper copies once inputted will be destroyed.

We will not share this information with a third party or use it for any other purpose.

### How long we will keep your information

The information that you supply to us will be kept on file for six years following the date that you notify us to say that you no longer wish to volunteer or you no longer participate.

### What are your rights?

Little Ouse Headwaters Project will be the Data Controller for this information.

You have the following rights in relation to this data:

- You have the right to be informed about what information we hold about you and how we use it.
- You have the right to request copies of any information LOHP holds about you by making a Subject Access Request (SAR).
- If information we hold about you is factually inaccurate you have the right to have it corrected.
- You have the right to object to the way we are using your data.
- You have the right to request that your data is deleted. However, we may be unable to delete your data if there is a need for us to keep it. In this case you will receive an explanation of why we need to keep the data.
- You can also request that we stop using your data while we consider a request to have it corrected or deleted. There may be some circumstances in which we are unable to do this however we will provide an explanation if this is the case.

If you would like to request copies of your data, request that your data is deleted or have any other queries in relation to data which the LOHP holds about you please contact us on 01379 898009 (Reg Langston) or 07919 912045 (Ellie Beach – Conservation Manager) or email us at [reg.langston@lohp.org.uk](mailto:reg.langston@lohp.org.uk) or [ellie.beach@lohp.org.uk](mailto:ellie.beach@lohp.org.uk).

If you are unhappy with the way that LOHP has used your data or with the way we have responded to a request you also have the right to contact the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk).