



Litter Watch

Volunteer registration form

Your privacy is very important to us. The information you provide is strictly confidential and we never share your information with third parties. We welcome applications from people of all abilities, backgrounds, and communities. When completing the form please take care to complete each section. Please return completed form to elyshia@tiptonlitterwatch.org or by post to Litter Watch, c/o SERCO Ltd, Danks Way, Tipton. DY4 7BT

About me

Name (inc title): _____

Address: _____

Postcode: _____

Tel (home & mobile): _____

Email address: _____

I am over 18 Yes No I am a UK resident Yes No I have a full driving licence Yes No

My interests

My main areas of interest are:

I can offer the following skills, knowledge and expertise:

My reason for getting involved

Please tell us what you hope to gain from volunteering with us:

- Boost confidence Have fun New challenges Work experience Meet new people
 Learn something new Share skills Improve career prospects Help improve the environment
 Other (please state)

Access requirement /health conditions

If you have any particular access requirements or health conditions (e.g. medication or allergies etc) that we should be aware of, please state below:

My emergency contact

Please provide the details of someone we can contact in the unlikely event of accident or illness while volunteering for Litter Watch

Name: Relationship to you:

Tel/Mobile:

My references

Taking references helps us to ensure that the volunteering role is right for you. Please provide details of two referees who are over 18. One should be someone you know in a professional capacity, whilst the other can be a neighbour, friend or colleague. If you get stuck, we can help you think about who might be suitable to provide a reference.

1) Name: Relationship to you:

Address:

Postcode:

Tel / Mobile: Email:

2) Name: Relationship to you:

Address:

Postcode:

Tel / Mobile: Email:

Criminal offences

Litter Watch asks all applicants to let us know if you have any current convictions so we can consider whether they are relevant to your volunteering. We will treat this sensitive information in confidence and with respect. Individual offences and their background circumstance will be discussed privately at interview. Litter Watch is committed to equal opportunities, and having a criminal record will not necessarily exclude you from volunteering.

Have you ever been convicted of a criminal offence (including cautions, reprimands, final warning or fixed penalties)?

Yes No

I give Litter Watch permission to proceed with my DBS application Yes No

(You do not need to disclose old convictions considered 'spent' or forgotten under the Rehabilitation of Offenders Act). If you're interested in a role that involves volunteering with under 18's and/or vulnerable adults, Litter Watch may additionally require a full criminal record check with the DATA BARRING SERVICE. We will also take up to two references to help with the decision making process and these must be provided to Litter Watch satisfaction before an appointment is confirmed.

DATA PROTECTION – PLEASE SEE ATTACHED DOCUMENT

I have read the attached document and I am happy for Litter Watch to contact me by mail, email about projects, services, fundraising and other activities

Thank you

...for your interest in volunteering with Litter Watch we will respond to you as soon as we can. Please sign below to confirm that the information you have given on this form is correct and complete:

Signed: Date:

Data Protection Law - Contract

Some of your personal data is required to enable you to enter into a contract with the Council.

Under data protection law you are only obliged to give the minimum data necessary to fulfil the contract. You may be asked for additional information but it should be made clear to you if you are not obliged to give it. Refusal to give this additional information should not affect the contract you want to enter into.

Who we are

Litter Watch is the Data Controller for the information held about you for this purpose/these purposes. Contact details:

Alicia Wingfield

Litter Watch, c/o Serco, Danks Way, Tipton. DY4 7BT

Telephone: 0121 557 6970

Email: tiptonlitter@aol.com

The Data Protection Officer can be contacted at the above address.

How information about you will be used

The information you give us will be used to :-

- To contact you to inform you of locations of activities, changes of venue and cancellations.
- Keep a record of our lead registered volunteers.

The information we need to fulfil our contract with is your name and address.

Your consent

Under data protection law, Litter Watch needs your consent to process your personal data, i.e. your telephone number and email address to:

- To contact you to inform you matters relating to the project or specific litter pick details.
- In the event of an emergency to your nominated emergency contact.

I agree to the contact details I provide being used for the purpose stated above.

You are not obliged to give this data, and if you refuse it will not affect any other dealings you have with this organisation.

Sharing your information

We will not share this information with other organisations.

How long do we keep your information

Information relating to volunteering will only be kept as long as you volunteer with us and for a period of 1 year afterwards.

Your Rights

You are entitled to know what personal data Litter Watch is processing about you. If you want to obtain the data, or if you want to exercise any of your other rights about the processing of the data, you can contact the Data Protection Officer – contact details above.

You have the right to:

- have your personal data corrected if it is inaccurate or incomplete.
- ask for your personal data used for this purpose to be erased. This right may be limited where it is still necessary for the compliance with a legal obligation relating to the contract.
- ask for your personal data to be supplied in a commonly used format, where the processing is carried out by automated means, so it can be sent to another organisation.

You can also ask for the processing of your personal data to be restricted if:

- it is inaccurate.
- it is unlawful but you do not want it to be deleted.
- it is due to be deleted but you require it kept because of a legal claim .
- you have objected to the processing of the data and you are waiting for a decision about the objection.

For more information about your rights you can contact the Information Commissioner's Office, which is the supervisory authority for the United Kingdom.

Contact details are:

- www.ico.org.uk
- Email: casework@ico.org.uk
- Tel: 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Your data will not be transferred to another country for processing.