

Volunteer Registration

Personal Information

Title	First Name	Surname
Address:		Postcode:
Tel. No.		Mobile:
Email:		Date of Birth:

Do you have a full Driving Licence? Yes ☐ No ☐

Do you have your own transport? Yes ☐ No ☐

Do you have a DBS? Yes ☐ No ☐

Are you willing to be DBS checked? Yes ☐ No ☐

About You

What relevant work and/or voluntary experience do you have (if any)?

Do you have any special requirements that need to be taken into account when volunteering? e.g. access requirements or assistive technology. Yes ☐ No ☐

If yes, please give details:

Why would you like to volunteer?

Availability

Tuesday is the selected night at the KSCA, Legion Drive, Kinver 7-9 pm

How many sessions each month would you like to spend volunteering?

Any other information that you wish to provide.

Youth Café - Data Protection Notice .

(What you need to know about how the Parish Council uses your information and your rights)

Data Controller

Kinver Parish Council runs the Youth Café with the help of volunteers. To run the café properly we have to collect certain personal information about the young people who attend, their carers and the volunteers. The council decides what information we collect, why, and what we do with it. That makes the council a 'controller' of the information.

The council can be contacted at 95 High Street, Kinver, DY7 6HD. If you would like to speak to us about how we use your information or if you wish to exercise a right (see below) please come in to see us or call us on 01384 873878

The council has a Data Protection Officer. Their name is Miss J Cree. They can be contacted through the council.

Why we collect information

Young people – we collect and use your information so that we know who is using the café, how old you are, where you live and any information about your health such as allergies that we need to know about.

Carers- we collect and use information about you so that we know who is responsible for a particular young person and as a record that you agree to your child attending the café.

Volunteers – we collect and use your information so that we have your contact details and to assess your suitability for the role.

How are we able to use your information?

The café runs in the (public) interests of young people who live in Kinver or those that have a connection to the village.

Who we may share your information with

Information about volunteers is for the use of the parish council only. Information about young people and their carers will be shared with the volunteers on the evening that the café is open so that they know which young people are attending and any needs they might have and who their carers are. In the event of a safeguarding concern we may share information about the young person and the person(s) involved with the relevant authorities.

Retention

We will retain the information about young people and their carer for as long as they remain an active member of the café. We will retain the information about volunteers for as long as they remain a volunteer.

Your rights

A **volunteer** has the right to make a request for access to your information; to have any incorrect information rectified; to have your information erased and to have the council's use of your information restricted.

A **carer** has the same rights in relation to their information and in respect of their child's information.

However if a **young person** is old enough/ has sufficient capacity to make their own decisions and to understand their rights then they will need to make a request in respect of their information and not their carer.

Information Commissioner

If any volunteer, carer or young person is unhappy about the way the parish council deals with your information please speak to the Data Protection Officer in the first instance. However, you do have the right to complain to the Information Commissioner. They can be contacted at the:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

www.lco.org.uk