

# The Gatehouse New Volunteer Starter Form 2018

The Gatehouse use of volunteer data is in accordance with the General Data Protection Regulations (GDPR) 2018 and it will only be held for lawful and operational purposes. The Gatehouse will not sell volunteer data on to any third parties and it will be held and destroyed in a secure manner.

A Gatehouse volunteer has the right to ask for copies of all information held on them by the Gatehouse. Please request this information in writing to the Project Director [katrinagatehouse@gmail.com](mailto:katrinagatehouse@gmail.com) and you will receive this within 30 days from the request date.

Under GDPR your data also has the *\*Right to be Forgotten* if the data held on you is not for a lawful purpose. Please put your request in writing to the Project Director at [katrinagatehouse@gmail.com](mailto:katrinagatehouse@gmail.com) and you will receive this within 30 days from the request date.

I consent to the below information to be held in a secure manner:

- **\*\*Name and induction date for a minimum of 50 years due to Safeguarding Vulnerable Adults Regulations.**
- **\*\*Personal details for a minimum of 50 years if I am involved in a safeguarding incident, complaint or allegation due to Safeguarding Vulnerable Adults Regulations.**
- **\*\*\*Details on this form for a maximum of 6 years for operational need.**

Please sign and tick the box if consent is given for all of the above:

Signature.....

Please complete the below in full:

## Volunteer Personal Details:

I would like to become a Gatehouse volunteer. I am over eighteen and am happy to complete an introduction into the service. I have read the Gatehouse *policies and procedures on the website* and agree to abide by them.

Name:	Phone:
Date of birth:	Email:
Next of kin name:	Next of kin phone number:
Induction date:	

**WHILE THE GATEHOUSE HAS INSURANCE COVER AGAINST ACCIDENT AND INJURY TO ANYONE USING OUR PREMISES, AND EVERY CARE IS TAKEN TO ENSURE THEIR SAFETY, VOLUNTEERS SHOULD UNDERSTAND THAT THEY UNDERTAKE THIS WORK AT THEIR OWN RISK.**

I can confirm that I have read and understood the above:

Signature..... Date.....

\*The right to be forgotten means a right to request deletion of your data if not held for lawful purposes.

\*\*This is part of the Gatehouse safeguarding management plan and to comply with the organisations liability insurance.

\*\*\*The Gatehouse (front line) volunteer database will be purged every 6 years due to a high turnover of volunteers.