

The Gatehouse Staff and Volunteer Starter Form 2024

The Gatehouse use of data in in accordance with the United Kingdom General Data Protection Regulations 2021 (UK-GDPR). The Gatehouse takes a person's privacy seriously and will only use personal information for operational and lawful purposes. The lawful bases under which they are held are primarily either legitimate interests (i.e. they are necessary to be able to carry out our operations), or legal obligation. In some cases, they are held for a specific purpose (e.g. publicity) based on having obtained prior consent.

The Gatehouse will not sell your personal information on to any third party and the only time that personal information will be shared outside of the organisation (without consent) is when a person is deemed to be a risk to themselves/others, a child protection or safeguarding vulnerable adults concern is raised or when we are obliged to by law. Any such data held by us will be secured on encrypted hardware and software, in a locked office and cabinets (when not in use and/or data is kept in physical form) or on a secure cloud-based system/s within the UK. **For more information on; your rights as a Gatehouse staff member or volunteer and the full copy of the Gatehouse 2023 UK GDPR policy and privacy notice - please refer to <https://oxfordgatehouse.org/volunteer/policies-and-guidance/>.**

I consent to the below information to be held in a secure manner (please sign and tick the box if consent is given)

- Name and induction date for a minimum of 50 years due to liability insurance and safeguarding vulnerable adult's and child protection regulations (volunteers).
- Personal details for a minimum of 50 years if I am involved in a safeguarding or child protection incident, complaint or allegation due to Safeguarding Vulnerable Adults Regulations/Child Protection (staff and volunteers).
- Details on this form for a maximum of 6 years (and the current year) for operational needs (staff).

The Gatehouse would also like to email you with operational, marketing and fundraising materials that relate directly to the Gatehouse.

Signature.....

Please complete the below in full:

Name:	Phone:
Date of birth:	Email:
Emergency Contact Name:	Emergency Contact phone number:

Due to Covid-19 we may have to share your data if there is a confirmed Covid-19 case at the Gatehouse and for Tracking and Tracing purposes.

- I confirm that I currently have no symptoms of Covid-19 and I will follow the Government guidance in relation to Covid-19 (if applicable).

Signature.....

Date.....