



**PRIVATE & CONFIDENTIAL**  
**GORDON RURAL ACTION VOLUNTEER APPLICATION FORM**

**Where did you hear about Gordon Rural Action?**

- |                       |                          |                |                          |            |                          |
|-----------------------|--------------------------|----------------|--------------------------|------------|--------------------------|
| Newspaper Article     | <input type="checkbox"/> | Poster/Leaflet | <input type="checkbox"/> | Newsletter | <input type="checkbox"/> |
| Personal Contact/Talk | <input type="checkbox"/> | Word-of-mouth  | <input type="checkbox"/> | Other      | <input type="checkbox"/> |

**TITLE**  Mr  Mrs  Miss  Ms  Other .....

**FULL NAME** .....

**ADDRESS** .....  
 .....

**POSTCODE** .....

**HOME TELEPHONE** ..... **DAYTIME TEL. NO.** .....

**EMAIL** .....

**DATE OF BIRTH** .....

**NAME AND ADDRESS OF AN EMERGENCY CONTACT**.....  
 .....  
 .....

**If you have worked in the past five years, at least one reference should be obtained from your last employer. If not, give the names of unrelated people who know you well.**

1. **Name** ..... 2. **Name** .....

**Address** ..... **Address** .....

.....

**Post Code** ..... **Post Code** .....

**Tel.** ..... **Tel.** .....

**In what capacity do you know referee one?** **In what capacity do you know referee two?**

.....

**Which Shop are you interested in volunteering for?**  Bargain Box, Huntly  
 Review, Inverurie

**Your availability** (Please tick as appropriate) **Mon** **Tues** **Weds** **Thurs** **Fri** **Sat** **Varies**  
 am pm am pm am pm am pm am pm am pm

**Information to support your application. (Previous employment, relevant skills etc.)**

**Why do you want to volunteer?**

Please continue on a separate sheet if you wish

## Equal Opportunities Monitoring

The information in this section is used only for the purposes of ensuring the effectiveness of our Equal Opportunities Policy, which is available on request.

Gender:  Male  Female

Age Group: under16 16-18 18-25 26-40 41-50 51-60 61-70 71+  
*Please circle*

### How would you describe yourself?

These categories of ethnic origin are recommended by the Commission for Racial Equality as the most appropriate for monitoring in the UK. We recognise that the specific categories may not be appropriate for everyone. If this is the case please fill in the last section.

#### White:

Scottish  
English  
Welsh  
Irish  
Any other White background  
(Please specify) .....

#### Asian or Asian British:

Indian  
Pakistani  
Bangladeshi  
Chinese  
Any other Asian background  
(Please specify) .....

#### Mixed:

Please specify .....

#### Black or Black British:

Caribbean  
African  
Any other Black background  
(Please specify) .....

#### Other Ethnic Background:

Any other background  
(Please specify).....

**Do you consider yourself to have a disability/impairment? Yes / No**

If yes, please specify .....

If yes, do you have any particular needs in relation to your disability/impairment? Yes / No  
Please discuss these with the Manager.

**The Rehabilitation of Offenders Act 1974: Do you have any unspent convictions? Yes / No**

If yes, please specify .....

*Please note that a conviction will not necessarily exclude you from volunteering with GRA, but will be taken into account when assessing your suitability.*

### You are asked to sign and date the following declaration:

I wish to offer my services as a volunteer indicated by the foregoing. I believe I am medically fit and have the ability to carry out duties for which I have offered my services. I have read and understood the statement about "criminal offences" shown above and have declared any relevant information to Gordon Rural Action. I understand that while carrying out any volunteering duties I agree to abide by the rules of confidentiality.

**Signature** ..... **Date** .....

**Please send form back to:**

**Mandy Gordon, Gordon Rural Action, 55 Gordon Street, Huntly, AB54 8EQ Tel. 01466 794310**

## **Data Protection Privacy Notice for Volunteers**

This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you during the time you volunteer with us and, where appropriate, after you no longer volunteer with us. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'Privacy Notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

### **Who collects the information?**

Gordon Rural Action (GRA) is a 'data controller' and gathers and uses certain information about you. Where Gordon Rural Action is also a 'data processor', we will process information received from third parties about you.

### **Data Protection principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

### **About the information we collect and hold**

The table set out on the following pages summarises the information we collect and hold, how and why we do so, how we use it, and with whom it may be shared.

We may also need to share some of the categories of personal information set out below with other parties, such as external contractors and our professional advisers. Usually, information will be anonymised, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators and/or our funders as is necessary or required to comply with the law.

We seek to ensure that our information collection and processing is always proportionate - that is, we only collect and process what we need to, and we only store it for as long as we need to. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

### **Where information may be held**

Information may be held at our offices and by third-party agencies, service providers, representatives and agents. We have security measures in place to seek to ensure that there is appropriate security for information we hold.

### **How long we keep your information**

We keep your information during and after the time you volunteer with us, and for no longer than is necessary for the purposes for which the personal information is processed. Further details on this can be found in our Retention Policy.

### **Your rights to correct and access your information and to ask for it to be erased**

Please contact the Chief Officer who can be contacted by calling 01466 793676 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask the Chief Officer for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. The Chief Officer will provide you with further information about the right to be forgotten, if you ask for it.

### Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### Changes to what we do

We regularly review and, where necessary, update our privacy information, policies, procedures and privacy notices. If we plan to use your personal information for a new purpose we will update our documentation and privacy notice, and communicate the changes to you before starting to use the information in a new way.

### How to complain

We hope that the Chief Officer can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at [ico.org.uk/concerns/](http://ico.org.uk/concerns/) or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

## Schedule relating to the information we collect and hold

<b>The information we collect</b>	<b>How we collect the information</b>	<b>Why we collect the information</b>	<b>How we use and may share the information</b>
<b>Your name, age, contact details (i.e. address, home and mobile phone numbers, e-mail address) and emergency contacts (i.e. name, relationship and home and mobile phone numbers)</b>	From you	<ul style="list-style-type: none"><li>• To enter into/perform the volunteering arrangement with you</li><li>• Legitimate interest: to maintain volunteer records and good volunteering practice</li></ul>	<ul style="list-style-type: none"><li>• To enter into/perform the volunteering arrangement with you</li></ul>
<b>Details of expenses and bank/building society</b>	From you	<ul style="list-style-type: none"><li>• To perform the volunteering arrangement including payment of out of pocket expenses</li><li>• Legitimate interests: to maintain volunteer records and to comply with legal, regulatory and corporate governance obligations and good volunteering practice</li></ul>	<ul style="list-style-type: none"><li>• To ensure you receive the expenses</li><li>• Information shared with third parties that administer expenses, Finance Officer and with HM Revenue &amp; Customs (HMRC)</li></ul>
<b>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information</b>	From you and, where necessary, the Home Office	<ul style="list-style-type: none"><li>• To enter into/perform the volunteering arrangement</li><li>• To comply with our legal obligations</li><li>• Legitimate interest: to maintain volunteer records</li></ul>	<ul style="list-style-type: none"><li>• To carry out ID checks relevant to being in the UK</li><li>• Information may be shared with the Home Office</li></ul>

<b>A copy of your driving licence</b>	From you	<ul style="list-style-type: none"> <li>• To perform the volunteering role</li> <li>• To comply with our legal obligations</li> <li>• To comply with the terms of our insurance</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure that you have a clean driving licence</li> <li>• Information may be shared with our insurer</li> </ul>
<b>Information about any relevant health issues (including sensitive personal information regarding your physical and/or mental health)</b>	From you and your doctors, from medical and occupational health professionals we engage	<ul style="list-style-type: none"> <li>• To perform the volunteering agreement</li> <li>• To comply with our legal obligations</li> <li>• Legitimate interests: to maintain volunteer records and to comply with legal, regulatory and corporate governance obligations and good volunteering, to ensure safe volunteering/working practices</li> </ul>	<ul style="list-style-type: none"> <li>• To maintain volunteer records</li> <li>• To comply with our legal obligations to you</li> <li>• Information shared with your doctors and with medical professionals and with HR providers we engage. For further information, see * below</li> </ul>
<b>Criminal records background checks (Basic, Standard or Enhanced Disclosure Checks and/or PVG Scheme Membership checks), including the results of Disclosure Services (Volunteer Scotland), Disclosure Scotland and Disclosure and Barring Service (DBS) checks</b>	From you and Disclosure Services (Volunteer Scotland)/Disclosure Scotland and/or the DBS	<ul style="list-style-type: none"> <li>• To perform the volunteering agreement</li> <li>• To comply with our legal obligations</li> <li>• For reasons of substantial public interest (preventing or detecting unlawful acts and protecting the public against dishonesty)</li> </ul>	<ul style="list-style-type: none"> <li>• To carry out statutory checks</li> <li>• Information shared with Disclosure Services (Volunteer Scotland)/Disclosure Scotland and/or DBS and other regulatory authorities as required</li> <li>• For further information, see * below</li> </ul>
<b>Information on complaints raised by or involving you</b>	From you, from other volunteers, service users, clients, employees of Gordon Rural Action, from other third parties and from consultants/professional advisors we may engage in relation to the complaints procedure	<ul style="list-style-type: none"> <li>• To perform the volunteering agreement</li> <li>• To comply with our legal obligations</li> <li>• Legitimate interests: to maintain volunteer records and to comply with legal, regulatory and corporate governance obligations and good volunteering practice</li> </ul>	<ul style="list-style-type: none"> <li>• For volunteer administration, to follow our volunteering policies and to deal with complaints</li> <li>• Information shared with relevant managers, HR personnel, relevant third parties and with consultants/professional advisors we may engage from time to time</li> </ul>
<b>Information on conduct issues involving you</b>	From you, from other volunteers, service users, clients, employees of Gordon Rural Action, from other third parties and from consultants/professional advisors we may engage in relation to the conduct procedure	<ul style="list-style-type: none"> <li>• To comply with our legal obligations</li> <li>• Legitimate interests: to maintain volunteer records and to comply with legal, regulatory and corporate governance obligations and good volunteering practice, to ensure safe working practices</li> </ul>	<ul style="list-style-type: none"> <li>• For volunteer administration, to follow our volunteering policies and to deal with volunteering conduct issues</li> <li>• Information shared with relevant managers, HR personnel, relevant third parties and with consultants/professional advisors we may engage from time to time</li> </ul>

<b>Details of reviews of your volunteering activities and training activities</b>	From you, from other volunteers and employees	<ul style="list-style-type: none"> <li>• To comply with our legal obligations</li> <li>• Legitimate interests: to maintain volunteer records and to comply with legal, regulatory and corporate governance obligations and good volunteering practice, to ensure safe working practices</li> </ul>	<ul style="list-style-type: none"> <li>• For volunteer administration, to follow our volunteering policies including policies on induction and training and development and to deal with disciplinary matters or complaints</li> <li>• Information shared with relevant managers, HR personnel and with consultants/professional advisors we may engage from time to time</li> </ul>
<b>Details of your time and attendance records</b>	From you and from your line manager, sign in sheets etc.	<ul style="list-style-type: none"> <li>• To perform the volunteering arrangement</li> <li>• Legitimate interest: to manage volunteer access to our systems and facilities and to record volunteer absences</li> </ul>	<ul style="list-style-type: none"> <li>• For administrative purposes and to follow our volunteer policies and monitor volunteer attendance</li> <li>• Information shared with relevant managers and HR personnel</li> </ul>
<b>Information on applications you make for other roles (voluntary or employed) within our organisation</b>	From you	<ul style="list-style-type: none"> <li>• Where making a job application, to enter into the prospective employment contract</li> <li>• To comply with our legal obligations</li> <li>• Legitimate interests: to maintain volunteer (and prospective employment) records and to comply with legal, regulatory and corporate governance obligations and good volunteering and employment practice</li> </ul>	<ul style="list-style-type: none"> <li>• To process the application</li> <li>• Information shared with relevant managers, HR personnel</li> </ul>

<p><b>Information about your use of our IT, communication and other systems</b></p>	<p>Automated monitoring of our websites and other technical systems, such as our computer networks and connections, CCTV and access control systems, communications systems, remote access systems, e-mail and instant messaging systems, intranet and Internet facilities, telephones, voicemail and mobile phone records.</p>	<ul style="list-style-type: none"> <li>• Legitimate interests:</li> <li>• to monitor and manage volunteer access to our systems and facilities</li> <li>• to protect our networks, and personal data of employees, volunteers and customers/clients, against unauthorised access or data leakage</li> <li>• to ensure our business policies, such as those concerning security and internet use, are adhered to</li> <li>• for operational reasons, such as maintaining volunteer records, recording transactions, training and quality control</li> <li>• to ensure that commercially sensitive information is kept confidential</li> <li>• for security vetting and investigating complaints and allegations of criminal offences</li> <li>• for statistical analysis</li> <li>• to prevent unauthorised access and modifications to our systems</li> <li>• as part of investigations by regulatory bodies, or in connection with legal proceedings or requests</li> </ul>	<ul style="list-style-type: none"> <li>• To protect and carry out our legitimate interests (see adjacent column)</li> <li>• Information shared with relevant managers, HR personnel</li> <li>• For further information, see ** below</li> </ul>
<p><b>Details of your use of business-related social media, such as LinkedIn</b></p>	<p>From relevant websites and applications</p>	<ul style="list-style-type: none"> <li>• Legitimate interests:</li> <li>• to monitor and manage volunteer access to our systems and facilities</li> <li>• to protect our networks, and personal data of employees, volunteers and customers/clients, against unauthorised access or data leakage</li> <li>• to ensure our business policies, such as those concerning security and internet use, are adhered to</li> <li>• for operational reasons, such as maintaining volunteer records, recording transactions, training and quality control</li> <li>• to ensure that commercially sensitive information is kept confidential</li> <li>• for security vetting and investigating complaints and allegations of criminal offences</li> <li>• as part of investigations by regulatory bodies, or in connection with legal proceedings or requests</li> </ul>	<ul style="list-style-type: none"> <li>• To protect and carry out our legitimate interests (see adjacent column)</li> <li>• Information shared with relevant managers, HR personnel</li> <li>• For further information, see ** below</li> </ul>

<p><b>Your use of public social media (only in very limited circumstances, to check specific risks for specific functions within our organisation - we will normally notify you separately if this is to occur)</b></p>	<p>From relevant websites and applications</p>	<ul style="list-style-type: none"> <li>• Legitimate interests:</li> <li>• to monitor and manage volunteer access to our systems and facilities</li> <li>• to protect our networks, and personal data of employees, volunteers and customers/clients, against unauthorised access or data leakage</li> <li>• to ensure our business policies, such as those concerning security and internet use, are adhered to</li> <li>• for operational reasons, such as maintaining volunteer records, recording transactions, training and quality control</li> <li>• to ensure that commercially sensitive information is kept confidential</li> <li>• for security vetting and investigating complaints and allegations of criminal offences</li> <li>• as part of investigations by regulatory bodies, or in connection with legal proceedings or requests</li> </ul>	<ul style="list-style-type: none"> <li>• To protect and carry out our legitimate interests (see adjacent column)</li> <li>• Information shared with relevant managers, HR personnel</li> <li>• For further information, see ** below</li> </ul>
<p><b>Details in references about you that we give to others</b></p>	<p>From your volunteer records and from other employees</p>	<ul style="list-style-type: none"> <li>• To perform the volunteering arrangement</li> <li>• To comply with our legal obligations</li> <li>• Legitimate interests: to maintain volunteer records and to comply with legal, regulatory and corporate governance obligations and good volunteering practice</li> </ul>	<ul style="list-style-type: none"> <li>• To provide you with the relevant reference</li> <li>• To comply with legal/regulatory obligations</li> <li>• Information shared with relevant managers, HR personnel and the recipient(s) of the reference</li> </ul>

You are required (by law or under the terms of your volunteering arrangement, or in order to enter into your volunteering arrangement) to provide the categories of information marked with an asterisk (\*) above to us to enable us to verify your right to right to volunteer in the UK and your suitability for the position, to pay you expenses. If you do not provide this information, you may not be able to volunteer with Gordon Rural Action.

\* Further details on how we handle sensitive personal information and information relating to any unspent criminal convictions and offenses are set out in the GRA Office Manual.

\*\* Further information on the monitoring we undertake in Gordon Rural Action and how we do this is available in our Office Manual which can be accessed by anyone on our network, or available from your Line Manager.