



OUTINGS ASSISTANT REGISTRATION FORM

Dealing with vulnerable people we are required to carry out certain checks on our volunteers. Please answer the following as fully as possible and return the form to Contact88, Tozer Way, Chichester, West Sussex, PO19 7LG. - Telephone : 01243 531988

PERSONAL DETAILS

Full Name: _____

Telephone No.: _____ Mobile No: _____

Email Address: _____ Address: _____

Post Code: _____ Date of Birth: _____

DISCLOSURE: Contact88 reserves the right to carry out a DBS check on its volunteers. Are there any matters that might affect your suitability to work with Vulnerable adults? YES / NO. If YES please provide details:

GENERAL HEALTH:

Please give details of any health issue which may affect or restrict your ability to assist our elderly or disabled passengers: _____

AVAILABILITY

Times normally available: Morning [] Afternoon [] Evenings [] Weekends [] (Please tick)

Are you able to make your own way to the Contact 88 premises to go on outings? YES/NO

DECLARATION

Please provide the details for two people who have known you for at least two years who can vouch for you and are prepared to act as Referee and willing to be contacted by Contact 88: One should ideally be from your previous employment. I declare that the details given are correct to the best of my knowledge.

Name: _____ Contact number: _____

Name: _____ Contact number: _____

Signature: _____ Date: _____



Contact 88 Outings Assistants Consent Declaration Form

Summary of its Obligations Regarding Data Protection

Contact 88 recognises its responsibilities under the General Data Protection Regulations 2018 (GDPR) in respect of the data that it maintains on computer and in relevant filing systems. Personal information is held in order to be able to communicate details of outings, dates and times and invite registered Assistants to help on particular outings. As well as enabling general correspondence and communications.

Contact 88 must comply with the data protection principles which are set out in the General Data Protection Regulations 2018. For example: information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. Contact 88 will only use personal information relevant for the purposes of planning and organising outings. Personal medical information provided by Outings Assistants is only used for admin purposes and is not available to or shared with Outings Co-ordinators. Personal information will never be shared with any other organisations. It is Contact 88's policy to seek the consent of volunteers to hold and process personal data. As soon as an Assistant indicates that he/she no longer wants to be registered with Contact 88 all personal details will be deleted from its computer records and any paper copies will be safely destroyed. **If you do not return this consent form then it will be assumed you no longer wish to be involved and your name will be removed from Contact 88's contact list.**

Data Protection Officer

Contact 88 has designated one of its Trustees as its Data Protection Officer. All enquiries regarding the GDPR and the Contact 88's policy should be made via the Office Administrator to this person. Only the information captured from the registration form will be kept but if you want confirmation of what personal details are held by Contact 88 then please feel free to contact the Data Protection Officer.

I confirm that I have read the above summary of Contact 88's Data Protection policy and consent to Contact 88 holding my personal data for the specified uses.

Signed.....

FULL NAME IN BLOCK CAPITALS:

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Dated

FOR OFFICE USE ONLY

Introduction and briefing by: _____ Date: _____

Accompanied Outing with: _____ Date: _____

Vehicle Briefing by _____ Date _____

Referee checked by: _____ Date: _____