

People in Harmony

VOLUNTEER APPLICATION FORM

Strictly Confidential

PLEASE COMPLETE IN CAPITAL LETTERS

PERSONAL DETAILS

Name _____

Address _____

Ethnicity _____ **Date of birth** _____

Telephone _____ **Mobile** _____

Email _____

WHICH AREAS OF WORK INTEREST YOU?

Administration/clerical Newsletter Research IT

Report Writing Trusteeship Events Website

Social Media PR/Media Photography Fundraising

Project Management Review Books/Films Other (please specify)

Communications Finance Writer/Reviewer/Proof Reader

CURRENT STATUS

If applicable:

Full time employment Part time employment Volunteer

Full time education Part time education

Or write here _____

When would you be available to start volunteering if offered a role? _____

making mixed race matter

People in Harmony ♦ 20-22 Wenlock Road ♦ London ♦ N1 7GU ♦ Tel no 0845 468 0755*
E: info@pih.org.uk W: www.pih.org.uk info@pih.org.uk F: @peopleinharmonyuk T: @peopleinharmony
Charity reg. no. 1045356 Company limited by guarantee reg. no. 2424930 in England

*calls cost 5p per minute plus your phone company's access charge

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People in Harmony

YOUR EMPLOYMENT AND /OR VOLUNTEER EXPERIENCE

Please give details (you may use a separate sheet)

REFERENCES

I wish to become a volunteer of People in Harmony and agree to references being taken up. Please provide two referees and their relationship to you. They should not be members of your family and preferably have known you for at least two years.

1. Name _____

Address _____

Postcode _____ Email _____

Telephone numbers (including area code)

Daytime _____ Evening _____

In what capacity does the referee know you? _____

2. Name _____

Address _____

Postcode _____ Email _____

Telephone numbers (including area code)

Daytime _____ Evening _____

In what capacity does the referee know you? _____

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VOLUNTEER ROLES

Any volunteering roles that may involve providing help and support to those in need, including children and vulnerable people will require disclosure of criminal offences.

A conviction does not necessarily mean you cannot become a volunteer. Failure to disclose relevant convictions in full if requested could result in a role not being offered or immediate suspension pending investigation. If there is a need to contact the Disclosure and Barring Service, we will require your co-operation.

I confirm that the personal information supplied is accurate. I am willing to abide by the rules and uphold the ethos of the charity. I understand my tasks with PIH may involve issues and situations of a sensitive nature and agree to maintain issues of confidentiality at all times.

Your personal information will be kept secure under GDPR and will be used for our own internal information. For more information see the attached Privacy Notice. It is also available for download from our website www.pih.org.uk/news/announcements/privacy-notice

I understand that as an authorised volunteer all matters relating to members and clients must be treated as confidential.

Signature _____ Date _____

Thank you for completing the application form, please return with your CV and letter of interest by post to:

People in Harmony, 20 22 Wenlock Road, London N1 7GU

or by email to:

info@pih.org.uk

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Privacy Notice

1. How we use your personal data

We are committed to protecting your personal data.

The only data we collect from you is as submitted by you as a PIH member, as someone who has attended our events, as a volunteer or as a supporter.

We will use your sensitive personal data for the purposes of providing our services to you or if we need to comply with a legal obligation.

We will use your non-sensitive personal data to manage our relationship with you. This may include, newsletters, reports, invites to our events and information relevant to your membership or your role in connection with PIH.

Our legal grounds for processing your data are in relation our agreement with you, either as a member, a volunteer or a supporter, and to keep you informed of our activities

We will not share your details with third parties without your express consent.

2. Disclosure of your personal data

We may have to share your personal data with our treasurer for payment and accounting purposes.

We require all those to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. They are only allowed to process your personal data on our instructions.

3. Data security

Protecting your data is important to us and we have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We limit access to your personal data to those who have a business need to know such data e.g. our treasurer, nominated trustees and data processor. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

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

4. Data retention

We will only keep your personal data for as long as is necessary to fulfil the purposes for which we collected it. We may retain your data to satisfy any legal, accounting, or reporting requirements.

You have the right to ask us to delete the personal data we hold about you in certain circumstances. See section 5.

We may anonymise your personal data (so that you can no longer be identified from such data) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

5. Your rights

You are able to exercise certain rights in relation to your personal data that we process. These are set out in more detail at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

In relation to a Subject Access Right request, you may request that we inform you of the data we hold about you and how we process it. We will not charge a fee for responding to this request unless your request is clearly unfounded, repetitive or excessive in which case we may charge a reasonable fee or decline to respond.

We will, in most cases, reply within one month of the date of the request unless your request is complex or you have made a large number of requests in which case, we will notify you of any delay and will in any event reply within 3 months.

If you wish to make a Subject Access Request, please send the request to:

People in Harmony, 20-22 Wenlock Road, London N1 7GU or email info@pih.org.uk

6. Keeping your data up to date

We have a duty to keep your personal data up to date and accurate so from time to time we will contact you to ask you to confirm that your personal data are still accurate and up to date.

If there are any changes to your personal data (such as a change of address) please let us know as soon as possible by writing to or emailing the addresses set out in section 5 above.

7. Complaints

We are committed to protecting your personal data but if for some reason you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues www.ico.org.uk

We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.

We may change this Privacy Notice from time to time and will notify you of any changes.

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