

## Privacy Statement – how we will use your information

To enable us to manage a safe and rewarding volunteer programme we need to collect a number of personal details. These details will be used for the management of your volunteer task which you have registered for and will be stored securely. This form is split into sections. We need to have all the information in Section 1 (essential information) to enable you to volunteer with the Forestry Commission. The information in Section 2 gives you the opportunity to manage your communications preferences, this can be updated at any time and Section 3, which is free standing and optional, helps us understand more about the people who volunteered to work with us.

The Forestry Commission is a data controller under UK data protection legislation. The Forestry Commission's privacy policy and contact details of our Data Protection Officer can be found here [www.forestry.gov.uk/privacy](http://www.forestry.gov.uk/privacy)

The personal information you provide will be used by the Forestry Commission to enable us to provide you with information relating to your volunteer opportunity and future trainings and activities. We store your data on our secure servers in the EU. We will keep a copy of your data for 6 years after you finish volunteering with the Forestry Commission including any training records, as per our retention policy.

We may need to share certain information with other FC volunteers to allow us to roster volunteering rotas and co-ordinate activities appropriately, where this is required your full name, email and telephone number would be provided to fellow volunteers in your task group for these purposes only. We need your consent to be able to share your information in this way, without your consent you may not be able to participate in certain tasks.

**Are you happy for us to share your contact information, full name, email and telephone number with other FC volunteers when necessary in order for us to manage a safe and rewarding volunteer programme?**

OPT IN / OPT OUT

**We need your consent to process your personal information. By completing and signing this form you give your explicit consent for the FC to process your personal information for the purposes stated above in accordance with data protection legislation.**

Under data protection legislation you have a number of rights with regards to your personal data. These are listed out in full on the Information commissioner's website here:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

You have the right to withdraw your consent, or lodge a complaint with the supervisory authority the Information Commissioner's Office: <https://ico.org.uk/>.

# Volunteer Registration Form

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## 1. Essential Information for your Volunteer Role.

First Name:

Surname:

Date of Birth:

Email address:

Address:

Postcode:

Telephone No:

Mobile No:

Emergency contact

Name:

Relationship to you:

Contact number(s):

Do you have any medical conditions that may affect your participation in volunteering tasks? (e.g. asthma, epilepsy, diabetes, bone or joint problems, heart condition, chest pain, dizziness etc.).

YES / NO

If yes, please provide details:

I am aware that I must notify the ranger if my medical condition changes from that originally notified on this registration form or if I start to feel unwell during the activity. Where I have doubts about my suitability to participate in this activity I have consulted and had approval from my GP to participate.

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## 2. Knowing Your Preferences

In addition to your volunteer task we would like to keep you updated about volunteering in your local area, social events happening near you and also national Volunteering news. Please make your choices below to opt in to receiving these communications.

This will not affect essential communications relating to your volunteer role. You have the option to unsubscribe from this communication from us at any time by contacting your local volunteer supervisor or via your volunteer profile at <https://england-volunteer.forestry.gov.uk/> Please note that this will only unsubscribe you from e communications from the Forestry Commission via volunteering channels, if you have subscribed to marketing communications elsewhere you will need to unsubscribe by contacting us [www.forestry.gov.uk/emailunsubscribe](http://www.forestry.gov.uk/emailunsubscribe)

Are you willing to be photographed for publicity both local and national media, Forestry Commission website and promotional leaflets?

YES / NO

Local volunteer newsletter by EMAIL?

OPT IN / OPT OUT

National volunteer updates by EMAIL?

OPT IN / OPT OUT

Occasional volunteer surveys by EMAIL?

OPT IN / OPT OUT

To hear about further volunteer opportunities or social events happening local to you by EMAIL?

OPT IN / OPT OUT

To hear about further volunteer opportunities or social events happening local to you by POST?

OPT IN / OPT OUT

Signature:

Date: