

# Derbyshire County Council Volunteer Passport – Personal Training Profile



Please complete the below using the name you wish to appear on your certificate/badge

Your Details			
<b>First Name:</b>		<b>Last Name:</b>	
<b>Home address inc. Postcode:</b> <i>required to send your certificates or to send marketing information if an email is not provided</i>			
<b>We are no longer accepting P.O. Box numbers or 'care of' (c/o) addresses. The address must have a letterbox or facility to receive mail directly. Please use your home address where possible.</b>			
<b>Email:</b>			
<b>Home Tel:</b>		<b>Date of birth:</b>	
<b>Mobile Tel:</b>		<i>Required to claim your certificate</i>	
<i>By completing details of your contact number(s) above you are giving us permission to contact you. This is helpful if we need to cancel courses at short notice etc.</i>			
<i>By giving your email address you are consenting to us sending you information by email including marketing of courses and ALL training joining instructions for upcoming training</i>			

Equalities Act / Reasonable Adjustments
Please advise of any additional support needs or reasonable adjustments we should be aware of when you attend our training: <i>e.g. level access, hearing loop, large print, dyslexia (need for coloured paper) etc</i>

Organisation Information – if you are volunteering			
<b>Organisation Name:</b>			
<b>Organisation address inc. postcode:</b>			
<b>Start date at Organisation:</b>		<b>Job Title:</b>	
<b>Brief description of role:</b>			
<b>If you are not already volunteering, what are you hoping to do?</b>			
<b>Are you wishing to volunteer with adults, children or both?</b>			

Please turn over to sign the data protection declaration

## **DATA PROTECTION DECLARATION:**

Data relevant to your personal details will be stored in a secure information system within Derbyshire County Council's Childrens Services Integrated Workforce Development Section. We use the information you provide to complete DfE returns and any other statutory Government returns as required by law. The above personal information will be used in order that Derbyshire County Council can retain a record of your training activity and achievement whilst undertaking the Volunteer Passport, and for registration and certification with the awarding body (NCFE). This information will be shared, only where necessary, with the awarding body, NCFE. Your information will not be shared with any other third parties without your consent, except for when we are required to do so by law.

The information will be retained securely by the Council in line with Derbyshire County Council's retention schedule.

We may ask to take photos during the delivered sessions or at celebration events in order to continue to positively promote the Volunteer Passport. We will ask that you complete a separate consent form for your image to be shared at that time. We may request a photograph of you for your Volunteer Passport Badge, this is not compulsory.

For more information on how Derbyshire County Council uses data we hold about you, how long we keep it and your rights relating to it, e.g. to have it corrected, erased, restricted, transferred or to see your data, please go to our website at [www.derbyshire.gov.uk/gdpr](http://www.derbyshire.gov.uk/gdpr) If you would like to contact Derbyshire County Council's Data Protection Officer please telephone Simon Hobbs on 01629 538306 or email [GDPR@derbyshire.gov.uk](mailto:GDPR@derbyshire.gov.uk) You have the right to contact the Information Commissioner's Office if you have any concerns about how Derbyshire County Council handle your data.

## **SIGNATURE OF VOLUNTEER:**

I have read the above Data Protection Declaration and I agree with these terms. I certify that the information provided on this application is true and correct.

<b>Participants Signature:</b>	<b>Date:</b>
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Please return this completed form to:

**Workforce Development Team (JHH), County Hall, Matlock, Derbyshire DE4 3AG**