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# Anglian Waterways Volunteer Application Form

**PRIVACY NOTICE**

Cambridgeshire ACRE is a registered charity (no 1074032) and company limited by guarantee (no 03690881). Our registered address is Unit 18, e-space North,181 Wisbech Rd, Littleport, Cambridgeshire, CB6 1RA. This privacy notice explains, briefly, how we use the personal information we collect about you when you apply to become an Anglian Waterways Volunteer.

If you are successful in your application to volunteer with us, you will be provided with our full Privacy Notice for Staff, Volunteers, Trustees and Other Role Holders during your induction.

**What information do we collect about you?** We collect information about you when you complete and return this volunteer application form. This includes your personal details, some medical details and details on your background.

**How will we use the information about you?** We use this information in order to help us decide on your suitability to volunteer with us. Some of our processing is necessary for compliance with our legal obligations and some is necessary for the performance of a contract with you, or to take steps to enter into a contract.

**Who might we share your information with?** Your completed application will be shared with members of the Environment Agency staff who share responsibility with us for recruiting suitable volunteers. If you are successful in your application then some of your details (for example an emergency contact number) may also be shared with staff at the Environment Agency sites where you volunteer for the purposes of keeping you safe.

**How long do we keep hold of your information**? If you are unsuccessful in your application to volunteer, this application form will be immediately destroyed once the decision has been communicated you to. The application form of a successful volunteer will be retained for a period of one year before it is confidentially destroyed.

**How can I access the information you hold about me?** You have the right to request a copy of the information that we hold about you. If you would like a copy of this information, please email our Data Protection Officer (see *How to contact us* below) to make this request. You may ask us to correct or remove information you think is inaccurate.

**Privacy notice review:** We keep this privacy notice under regular review. It was last updated on 21 March 2018.

**How to contact us:** If you have any questions about this privacy notice or concerns about the information we may hold about you, please contact our Data Protection Officer, Alison Brown, by email: alison.brown@cambsacre.org.uk.

**1. Personal details**

The information you provide on this form will be treated in the strictest confidence. It will be shared with relevant Cambridgeshire ACRE and Environment Agency staff only. Cambridgeshire ACRE and the Environment Agency aim to provide equal opportunities and fair treatment for all people and are determined to ensure that no applicant, employee or volunteer receives less favourable treatment on the grounds of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

### **1. Please give us the following personal information about yourself.**

|  |  |  |
| --- | --- | --- |
| Surname: | |  | | --- | |  | |
| Forename(s): | |  | | --- | |  | |
| Address: | |  | | --- | |  | |
| Post Code: | |  | | --- | |  | |
| Telephone (home): | |  | | --- | |  | |
| Telephone (mobile): | |  | | --- | |  | |
| Email address: | |  | | --- | |  | |

### **2. Please indicate which Environment Agency sites you would like to volunteer at.**

|  |  |
| --- | --- |
|  | Northampton Marina |
|  | Houghton/St Ives lock |
|  | Eaton Socon lock |
|  | Godmanchester lock |

### **3. The role of an Anglian Waterways Volunteer is a "hands on " one which involves sites with uneven terrain and being close to waterways. Can you confirm that you are able to undertake this role? If you are unsure please complete the box below and the scheme coordinator will contact you to discuss the role and if any reasonable adjustments could be made.**

|  |  |
| --- | --- |
|  | Yes |
|  | No |

Comments:

|  |
| --- |
|  |

### **4. Are you confident close to water (e.g. rivers, marinas or boatyards)?**

|  |  |
| --- | --- |
|  | Yes |
|  | No |

Comments:

|  |
| --- |
|  |

### **5. Do you have basic IT skills and access to a computer?**

|  |  |
| --- | --- |
|  | Yes |
|  | No |

Comments:

|  |
| --- |
|  |

### **6. Do you hold a current driving licence?**

|  |  |
| --- | --- |
|  | Yes |
|  | No |

### **7. Do you have access to a car you can use? (Some locks are not easily accessed by public transport)**

|  |  |
| --- | --- |
|  | Yes |
|  | No |

Comments:

|  |
| --- |
|  |

### **8. Do you have an up to date Tetanus vaccination?**

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Don't know |

### **9. Do you suffer from any severe allergic reactions that you are aware of? This includes insect bites and stings. If you answer "yes" please give more information in the comments box.**

|  |  |
| --- | --- |
|  | Yes |
|  | Not aware of any |

Comments:

|  |
| --- |
|  |

**2. Volunteering with the Anglian Waterways Team**

### **10. Can you please indicate below how often you would like to undertake volunteering activities with us.**

|  |  |
| --- | --- |
|  | Every fortnight |
|  | Once a week |
|  | Several times a week |
|  | Other (please specify):   |  | | --- | |  | |

### **11. Please describe why you are interested in becoming an Anglian Waterways Volunteer.**

|  |
| --- |
|  |

### **12. What skills and experiences (paid or voluntary) do you have that you could bring to the role of an Anglian Waterways Volunteer? For example, communication skills, knowledge of the regions' waterways, community networks etc.**

|  |
| --- |
|  |

### **13. Please describe any relevant personal activities and interests you have. if your personal pastimes are not relevant to this volunteering role don't worry; we are keen to recruit volunteers from all walks of life.**

|  |
| --- |
|  |

### **14. Where did you hear about becoming an Anglian Waterways Volunteer?**

|  |
| --- |
|  |

### **15. I declare that the information given in this application is to the best of my knowledge correct. I understand that giving false or misleading information may lead to disqualification and if appointed, may lead to the termination of my Anglian Waterways Volunteer role. Furthermore, I understand that the information will only be used for recruitment and selection purposes. However, if I am appointed to an Anglian Waterways Volunteer role then the information that it contains will be used to form part of my personal file for volunteer engagement purposes and kept on file by Cambridgeshire ACRE for one year (except for disclosure information, if applicable, this will only be kept for 6 months). Please sign and complete the boxes below. If you return this form online or by email (without signature), please print your name in place of your signature and you will be deemed to have accepted the above declaration.**

|  |  |  |
| --- | --- | --- |
| Signature: | |  | | --- | |  | |
| Print: | |  | | --- | |  | |
| Date: | |  | | --- | |  | |