

## Voluntary Services Personal Information Update Form

Title	
*Surname/Family Name	
*First Names	
Address	
*Postcode	
Email Address	
Home Telephone	
Mobile Telephone	
Preferred telephone number	<input type="checkbox"/> Home <input type="checkbox"/> Mobile   (you may tick more than one)
Name of Emergency Contact	
Relationship to you	
Contact Telephone Number	

### Your Personal Data

<b>Why we need it</b>	<p>The Voluntary Services Department at Solent NHS Trust asks for basic personal data in order to support your application to volunteer. We do not collect any information from you that we do not need.</p> <p>Please note our legal basis for recording this information is not based upon consent but for the performance of your agreement / request to become a volunteer and will only be used for this purpose.</p>
<b>What we do with it</b>	<p>All the personal data that we hold about you will be processed by Voluntary Services Staff and no third parties will have access to this unless there is a legal obligation for us to provide them with it.</p>

	<p>We take all reasonable steps to ensure that your personal data is processed and stored securely.</p>
<p><b>How long we keep it</b></p>	<p>We keep your personal data for a period of 7 years after the date you terminate your volunteering after which it will be securely destroyed.</p>
<p><b>What we would like to do with it</b></p>	<p>Your data will only be used for the purpose of your role as a volunteer, however it is essential and a requirement of your position as a volunteer, that we contact you about information and services relevant to the organisation, to ensure you are kept informed. Therefore please can you identify the most appropriate method in which you would like to be communicated with.</p> <p><input type="checkbox"/> Post   <input type="checkbox"/> Telephone   <input type="checkbox"/> Email</p>
<p><b>What are your rights?</b></p>	<p>If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected. If you wish to raise a complaint on how we have handled your personal data, you can contact the League of Friends or Solent NHS Trust Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).</p> <p>You can contact our Data Protection Office on: <b>0300 123 3919</b></p>