

Organisation Registration Form

Organisation Details																											
1	Name of organisation/group																										
2	Type of Organisation (<i>please circle</i>)	Voluntary/ Statutory/ Private/ Government																									
3	Website address																										
4	General / main organisation email address																										
5	Postal address (including postcode)																										
6	Primary telephone number																										
7	Does your organisation engage volunteers in service delivery?	Yes ☐	No ☐																								
8	Number of volunteers																										
Basic Profiling																											
9	Legal Status: <table border="1" style="width: 100%;"> <tbody> <tr> <td>Registered Charity</td> <td>☐</td> <td>Number:</td> </tr> <tr> <td>Unincorporated Association</td> <td>☐</td> <td></td> </tr> <tr> <td>Community Interest Company (state number)</td> <td>☐</td> <td>Number:</td> </tr> <tr> <td>Company (state number)</td> <td>☐</td> <td>Number:</td> </tr> <tr> <td>SCIO (Scottish Charitable Incorporated Organisation) (state number))</td> <td>☐</td> <td>Number:</td> </tr> <tr> <td>Trust</td> <td>☐</td> <td></td> </tr> <tr> <td>Industrial and Provident Society</td> <td>☐</td> <td></td> </tr> <tr> <td>Other (please specify)</td> <td colspan="2"></td> </tr> </tbody> </table>			Registered Charity	☐	Number:	Unincorporated Association	☐		Community Interest Company (state number)	☐	Number:	Company (state number)	☐	Number:	SCIO (Scottish Charitable Incorporated Organisation) (state number))	☐	Number:	Trust	☐		Industrial and Provident Society	☐		Other (please specify)		
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Other (please specify)																											
10	Which year was your group/organisation established?																										
11	How many staff are employed by your organisation?																										
	Full time																										
	Part time																										
12	Number of board/committee members																										
13	a	Are you part of another organisation, e.g. local branch of national organisation	Yes ☐ No ☐																								

	b	If yes, please specify which organisation and your relationship with them	
14	Which geographical area do you operate in? (please tick one)		
	Local Authority Wide (Dundee City)		☐
	More than one Local Authority area		☐
	Scotland Wide		☐
	UK Wide		☐
	International		☐
	Neighbourhoods(s) (Please say where)		☐
	1 Strathmartine	☐	2 Lochee
3 West End	☐	4 Coldside	☐
5 Maryfield	☐	6 North East	☐
7 East End	☐	8 The Ferry	☐

15	What do you do and who do you work with? Please describe the purpose/aims of organisation (what does it say on your constitution or founding document)? 50-60 words <i>Please note this information may appear on our website and volunteering browsers if applicable.</i>

16	What is/are your main area/s of work? (Please tick all that apply)			
	Addictions	☐	Advice/Information	☐
	Advocacy	☐	Animal Welfare	☐
	Arts & Culture	☐	Befriending/Mentoring	☐
	Black/Minority Ethnic	☐	Campaigning/ Lobbying	☐
	Carers	☐	Charity Shop	☐
	Children Services	☐	Community Council	☐
	Community Development	☐	Community Facilities	☐
	Community Forum	☐	Community Safety	☐
	Community Transport	☐	Counselling	☐
	Credit Unions/Community Banking	☐	Drug/Alcohol Issues	☐
	Education/learning/training	☐	Emergency/Disaster Relief	☐
	Employment	☐	Environment/Recycling	☐
	Equality	☐	Faith/Religion/Belief	☐
	Family Support	☐	Fundraising/Funding	☐
	Health	☐	Helplines	☐
	Housing/Homeless	☐	Housing Association	☐
	Law & Justice	☐	Learning Disability	☐
	Men	☐	Mental Health	☐
	Offenders/Ex-offenders	☐	Older People	☐
	Overseas Aid/Developing World	☐	Physical Disability	☐
	Poverty	☐	Refugees/Asylum Seekers	☐
	Self Help/Support	☐	Sensory Impairment	☐
	Sexuality	☐	Single parent	☐
	Social Care	☐	Social Economy/ Social Enterprise	☐
	Sport/Leisure/Recreation	☐	Volunteering	☐
	Women	☐	Young People	☐
	Other – please state			
17	Finance			
	Total income for last financial year:		£	
	Total expenditure for last financial year:		£	
	When does your financial year end?			
	It would be helpful if you could indicate if your income last year included:			
		Grants	Contract / SLA	
	Public sector:	£	£	
Non Public sector:	£	£		
Self-generated income:	£			

18 Contacts

Details of organisation main contact:			
First name:			
Surname:			
Telephone number			
Email Address			
Job Role:			
Additional Contact			
First name:			
Surname:			
Telephone number			
Email Address			
Job Role:			
19	Policies & Quality Standards – does your organisation have the following?		
		Yes	No, but would like further information (see Q. 21)
	Equal Opportunities policy	☐	☐
	Health & Safety policy	☐	☐
	Volunteer policy	☐	☐
	Child protection policy	☐	☐
	Vulnerable Adults Policy	☐	☐
	Equality & Diversity Policy	☐	☐
	Saltire Award registration	☐	☐
	Volunteer Friendly Award	☐	☐
	Investing in Volunteers Award	☐	☐
20	How did you hear about DVVA/ Dundee Third Sector Interface? (Additional profiling - Organisation promotion)		
	Local Authority		Other – give details:
	Local Media		
	National Media		
	Other Third Sector Organisation		
	Other TSI		
	Search Engine		
	Word of Mouth		
21	How can we help you?		

	Office use only: Action:	Episode category: Volunteering ☐ Vol. Management ☐ Social Enterprise ☐ Governance ☐ Organisational Development ☐ Funding ☐ HR/Legal ☐ Capacity Building ☐ Finance ☐ Networks/Forums ☐ Core TSI Episodes ☐ Community Planning ☐
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	Assigned to:	

Consent Form

This form asks for your consent to allow us to use your personal data for the reasons stated below. You should only sign it if you want to give us your consent. Personal data will be held and processed in accordance with the requirements of the General Data Protection Regulation 2018.

Dundee Volunteer & Voluntary Action would like to process the following information about you

- Name
- Address
- Telephone Number
- Email address
- Website

Dundee Volunteer & Voluntary Action will use the data for the following purposes with your consent:

- Your information will be stored in the Milo database for the third sector interface network in Scotland.
- Dundee Volunteer & Voluntary Action use personal data for statistical information required by external agencies, government bodies, prospective and existing funders. Personal data, will where necessary be anonymised to ensure that no identification of individuals is possible.

How to withdraw your consent

You can withdraw the consent you are giving on this form at any time. You can do this by contacting volunteer@dvva.scot

Please tick the boxes below which are applicable:

☐

I consent to Dundee Volunteer & Voluntary Action processing my/our details for inclusion on MILO the Third Sector Interface database. I have read and understand the privacy statement provided.

Signed..... Post Held..... Date.....

Privacy Statement

Dundee Volunteer & Voluntary Action needs to collect and use certain types of information about individuals who come into contact with Dundee Volunteer & Voluntary Action in order to carry out our work. Dundee Volunteer & Voluntary Action is what's known as the 'Controller' of the personal data you provide to us. You can contact the Data Protection Officer at volunteer@dvva.scot. This privacy notice tells you about the information we collect from you when you register as an organisation with us.

What personal data will we collect?

When you contact us, we ask you for your name, and (if applicable), your job title, work phone, mobile and email address. If you wish, you may also provide us with a postal contact address.

What are the purposes of processing the data?

We will use your information to keep up to date and accurate records of the people and organisations we engage with as part of our work with the local community and voluntary sector and to contact you with information which might be relevant to your work.

We require this information to provide services as a third sector interface.

In order to add you to the Mailing List if you have consented to this.

Dundee Volunteer & Voluntary Action use personal data for statistical information required by external agencies, government bodies, prospective and existing funders. Personal data will, where necessary, be anonymised to ensure that no identification of individuals is possible.

Lawful processing of personal data

Dundee Volunteer & Voluntary Action can process your information because you have given explicit consent.

What we do with your data

Dundee Volunteer & Voluntary Action regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining your confidence.

Dundee Volunteer & Voluntary Action will ensure that your personal information is treated lawfully and correctly.

Your information is stored in the Milo database for the third sector interface network in Scotland. Milo is operated on the Salesforce platform and managed for us by Scottish Council for Voluntary Organisations (SCVO), acting as a data processor. You can find out more about SCVO at their website (www.scvo.org.uk).

If you ask to be made the contact for a live volunteering opportunity, your phone and email details will be published as the main contact for that opportunity.

Your personal details will not be given to anyone outside Dundee Volunteer & Voluntary Action without your consent unless it is necessary for us to do so, i.e. in order to comply with the law, with police investigations or it is determined that there is risk of significant harm to either yourself or another person.

There are circumstances where the law allows Dundee Volunteer & Voluntary Action to disclose data (including sensitive data) without the data subject's consent.

These are:

- Carrying out a legal duty or as authorised by the Secretary of State
- Protecting vital interests of an Individual/Service User or other person
- The Individual/Service User has already made the information public
- Conducting any legal proceedings, obtaining legal advice or defending any legal rights
- Monitoring for equal opportunities purposes – i.e. race, disability or religion (in the form of statistics and not in any way that identifies you.)

Dundee Volunteer & Voluntary Action may share data with other agencies such as the local authority, Health organisations, funding bodies and other voluntary agencies (in the form of statistics and not in any way that identifies you.) You will be made aware how and with whom the information will be shared.

How long do we keep your data?

We will keep your information for as long as you are an active contact. If we do not have any contact with you for a period of three years, your information will be deleted from our system.

What are your rights?

All Data Subjects have the right to access the information Dundee Volunteer & Voluntary Action holds about them. Individuals may exercise the right by making a written 'subject access request' (SAR). However, subject access goes further than this and an individual is entitled to be:

- told whether any personal data is being processed;
- given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people;
- given a copy of the personal data; and
- given details of the source of the data (where this is available).

You have the right to receive a copy of the personal information that Dundee Volunteer & Voluntary Action holds about you, and to demand that any inaccurate data be corrected or removed.

You have the right to withdraw consent at any time, **where relevant**.

If you wish to access a copy of any personal data being held about you, you must make a written request for this. To make a request, please complete a **Personal Data Subject Access Request Form** which can be obtained from the Data Protection Officer. If a SAR is received Dundee Volunteer & Voluntary Action will respond within one month.

If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. Contact volunteer@dvva.scot

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 <https://ico.org.uk/>

Return to:

Dundee Volunteer & Voluntary Action

Number Ten

10 Constitution Road

Dundee DD1 1LL

Email: volunteer@dvva.scot

Tel: 01382 305705

Dundee Volunteer and Voluntary Action is a Registered Charity (No SC000487) and a Company Limited by Guarantee (No SC093088).