

Voluntary Services & the Data Protection Act 1998

As you have provided personal information to Airedale NHS Trust on your application form, the Data Protection Act 1998 ('the Act') sets out certain requirements for the protection of your personal information against unauthorised use or disclosure, the Act also gives you certain rights.

Airedale NHS Trust needs to keep information about you for purposes connected with your voluntary work, including your application. The sort of information we will hold relates to your voluntary activities with the Trust. It will include personal information about yourself and include information relating to emergency contact name and address, references, training and health records, expenses and information about the activities you undertake in the trust. On occasions it might be necessary to give information about you to other volunteers in the area in which you help.

We believe these uses are consistent with the principles of the Act. The information held will be for our management and administration use only but we may, from time to time, need to disclose some information we hold about you to relevant third parties. (e.g. where legally obliged to do so or where requested to do so by you for the purposes of giving a reference). We may also keep information about your health for the purposes of compliance with our health and safety obligations for considering how your health affects your ability to do volunteer activities and, if you have a disability, any adjustments to be made to assist you. If you have provided it the Trust keeps information about your racial or ethnic origin and disability status for the purpose of monitoring the provision of equal opportunities.

If you need to know what information is kept about you then the Trust will tell you and explain why it is kept. Under the terms of the act, volunteers may upon written request make a 'subject access request' to the director of Human Resources to obtain details of all personal data kept about them by the Trust. The Trust may charge for the provision of this information.

I consent to the use of my personal information for the purpose and on the terms set out above.

Signature **Date**

Print Name