



Privacy Statement (members, volunteers, staff)

Our contact details

Name: Pilsdon Community
Address: Pilsdon Community
Pilsdon Manor
Pilsdon, Bridport
DT6 5NZ

Phone No: 01308 868308
E-mail: pilsdon@pilsdon.org.uk
Website: www.pilsdon.org.uk

Data protection contact – The Warden at Pilsdon

What type of information we have

We currently collect and process the following information:

- Name, date of birth, telephone number, address, references, bank details

How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- For the purposes of application to stay
- For your welfare and benefit
- For payments and pension contributions

We also share personal information directly, with the following sources in the following scenarios:

- HMRC for the purposes of payroll and tax

- NEST for the purposes of pension contribution

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) **We have a legitimate interest.**
- (b) **Your consent. You are able to remove your consent at any time. You can do this by contacting the Warden**

What we do with the information we have

We use the information that you have given us in order to

- Assess suitability for life at the Pilsdon Community
- Support you in your life at the Pilsdon Community

Disclosure of personal information without the informed and written consent of the individual concerned can only be made to certain organisations under certain exceptions (refer to Pilsdon Community Policy No. 4, Confidentiality and Privacy).

How we store your information

Your information is securely stored in a cabinet in a locked office.

We keep your personal data for a period of 6 years. We will then dispose your information as per Pilsdon Community Retention and Disposal policy.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances. You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at pilsdon@pilsdon.org.uk or ask the Warden if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113



LOCAL VOLUNTEER APPLICATION FORM

Pilsdon was founded in 1958 as a community of people who endeavour to live together as one household according to the precepts of the Christian Gospels, offering shelter, hospitality and spiritual refreshment for those in need of refuge without regard to gender, race or creed.

There is a daily pattern of prayers (optional), meals, work and recreation. Everyone is expected to assist to the best of their ability with any work required. It is a dry house and the consumption of alcohol or illicit drugs on or off the premises is not allowed. Pilsdon is not a detoxification or treatment centre and does not accept people on methadone or similar prescriptions.

There is a referral process, this form being the first stage. We aim to make Pilsdon a safe place for those who live here. We do not accept people who have a history of, or convictions for sexual abuse, arson or non-drug /alcohol related violence.

Information that you give on this form will be treated as confidential unless it is clearly necessary to share it to protect your health or safety or the health and safety of others.

Name & current address.		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of birth:	Telephone Numbers (inc mobile):		
Email address:			
Home address if different from above			
Why would you like to volunteer at Pilsdon? What drew you to this role?			

Please explain a little about your background and experience. What skills could you offer to Pilsdon?

What areas of life at Pilsdon would you like to be involved with? Do you have a particular interest?

What is your availability?

Do you have any concerns about your health at present, including your mental health? Are you taking any medication and if so for what conditions?

Have you had any serious illnesses in the past? Please give details.

Do you have any allergies or special dietary requirements?
We are only able to offer a vegetarian alternative.

Have you had a problem with drugs and/or alcohol? If you have please give details.

If you have a record of criminal offences, please tell us about them.

Have you ever had any allegations made against you, or been prohibited or barred from working with vulnerable adults?

Please provide the names and address of two referees

Reference One

Reference Two

Name:

Name:

Address:

Addresss:

Email:

Email:

Telephone:

Telephone:

Relationship to you

Relationship to you:

Emergency Contact Details