**Data Contact Sheet - Organisations**

Data Protection Legislation is being updated with a new General Data Protection Regulation coming into force on the 25th May 2018. It will give individuals greater powers to protect their own privacy, and place greater responsibility on those processing your data for any purpose. The personal data being collect is contact information (names, e-mails, mobile telephone numbers and addresses) and it is your personal data and you have considerable say over what happens to it. You have the right to see what data we have about you, to ask us to stop using your data, to have some or all of your data deleted or corrected.

Please complete the sections below to enable us to store your data correctly and to enable you to continue to receive information from Community CVS and allow our staff and volunteers to contact you when required.

**If we do not receive the form by 21st May 2018 we will delete all personal contact information linked to your organisation and stop sending information to your organisation.**

**ORGANISATIONAL MAIN CONTACT INFORMATION**

Please complete the following and ask the person providing the contact name and the contact details to sign to give their consent. For some people this may include their home address, their home telephone number or mobile telephone number and their personal e-mail. We need the person to sign and date the box to give their explicit consent that we can use that personal data to contact the organisation on all matters relating to the organisation (e.g. sector information, grants and funding, volunteering, training and events, etc.)

|  |
| --- |
| **Contact Name:** |
| **Organisation/ Group:** |
| **Address:** |
| **Website:** |
| **Telephone Number:** | **Mobile Number:** |
| **Email:** |
| **Statement of Giving Consent - Signature of the person consenting for CVS to use their personal contact details to contact the organisation by telephone, text, e-mail or post on all matters relating to the organisation.** |
| **Date** |

**CONSENT TO SHARE PERSONAL CONTACT INFORMATION WITH EXTERNAL THIRD PARTIES**

If the person is willing for Community CVS to share their contact details with other CVS members, residents and potential volunteers who are interested in contacting the group, please sign to give your consent below.

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| **Statement of Giving Consent - Signature of the person consenting for CVS to share their personal contact details with external third parties wanting to contact the organisation by telephone, text, e-mail or post.** |
| **Date** |

**CONSENT FOR CVS TO CONTACT OR SEND INFORMATION TO OTHER CONTACTS WITHIN YOUR ORGANISATION (USING THEIR PERSONAL DATA) VIA TELEPHONE, TEXT OR E-MAIL**

**I give explicit consents by signing to receive the items indicated below**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item / Purpose** | **Name**  | **Telephone** | **E-mail** | **Tick (if willing to share with other CVS members)** | **Statement of Giving Consent** **Signature** (giving consent) |
| General CVS Info |  |  |  |  |  |
| Specific Information for Chairs or CEOs |  |  |  |  |  |
| VCF sector weekly E-bulletin |  |  |  |  |  |
| Grants and funding |  |  |  |  |  |
| Training & Events |  |  |  |  |  |
| Darwen & Rural VCF Forum |  |  |  |  |  |
| Blackburn West VCF Forum |  |  |  |  |  |
| Blackburn East VCF Forum |  |  |  |  |  |
| Blackburn North VCF Forum |  |  |  |  |  |
| Volunteering and Volunteer Networks |  |  |  |  |  |

Data Protection Act 1998 and 2017. All information you have provided will be held in manual and electronic formats and only be used in line with the Data Protection Acts 1998 and 2017. The information will be used to contact you with regards to your interest in the items you have selected. We will keep the information ‘live’ on our information systems for as long as you are registered with us and will keep archived information for the length of time required by funders for audit purposes only. You have the right to withdraw consent to part or all of the above at any time by contacting Clair Bloomfield details below.

Blackburn with Darwen Council for Voluntary Service is the data controller and is registered on the Data Protection Register (Z1938345). We will not share or divulge your details to any other third parties without your expressed consent. You have a right to access your information by writing to Clair Bloomfield, Community CVS, Boulevard Centre, 45 Railway Road, Blackburn. BB1 1EZ email clair.bloomfield@communitycvs.org.uk Tel: 01254 583957.

Please return your completed form to:

**Clair Bloomfield, Community CVS, Boulevard Centre, 45 Railway Road, Blackburn. BB1 1EZ**

**Or email:** **clair.bloomfield@communitycvs.org.uk**

A list of current Community CVS members and the latest version of our Data Protection Policy will be kept on our website ([www.communitycvs.org.uk](http://www.communitycvs.org.uk)) which will provide more information about your rights and how we manage your data.

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