



Acorn Bank Watermill Trust (ABWT) is a registered Associated Charitable Incorporated Organisation (CIO) where the membership, rather than the trustees alone, have a direct involvement in the running and work of the Trust, including the right to make certain decisions (such as amending the constitution) and appointing the trustees. Details of our Charitable Objects, Trustees and Governance arrangements can either be found on the [Charity Register](#) or on our website www.acornbankwatermill.org.uk.

The information we are requesting is to comply with the General Regulations applying to charitable organisations such as ABWT, which include a requirement to maintain a register of charity trustees and members. In doing so, ABWT complies with the general data protection regime (GDPR) relating to the processing of personal data – see attached statement.

TITLE:		
FIRST NAME/S:		
SURNAME		
ADDRESS:		
POSTCODE:		
TELEPHONE:	Home:	Mobile:
EMAIL:		

ABWT's preferred form of contact is by email. Please confirm that you are happy for ABWT to contact you by email: **YES/NO**.

ICE CONTACT: Please supply contact details of who we should contact "In Case of Emergency".		
This information will be treated confidentially and will be stored securely. The emergency contact will only be contacted for that purpose.		
TITLE:		
FIRST NAME/S:		
SURNAME		
ADDRESS:		
POSTCODE:		
TELEPHONE:		
EMAIL:		

HEALTH & SAFETY
Please give details of any medical conditions of which ABWT should be aware.
Do you have a disability which you would like ABWT to know about?
Do you have any First Aid Training? If so please provide details.

ABWT offers several roles as outlined in the attached Volunteer Job Description. All volunteers receive extensive training on the general operation of the mill with more specific training for some tasks. Please let us know if you have any specific skills to offer and if there is a particular volunteering role(s) you are interested in:

Model Release: ABWT volunteers engage in a variety of activities and projects which we keep a photographic/video record of to show the development of the Mill and to promote our charitable and commercial interests. We may use these images, which may include ones of yourself, for these purposes. Please confirm that you are happy for ABWT to use your image. **Yes/No**

SIGNATURE:	
DATE:	

ABWT is run entirely by volunteers and we are grateful to you for your support.

Please return your completed form to David Robertson, ABWT Secretary either by email ab.wt@outlook.com or

c/o Banker Lodge
Main Street
Kirkby Thore
PENRITH
Cumbria CA10 1XN

The information contained in this document is private and confidential. It is intended only for use by ABWT and the information will not be shared with anyone else outside ABWT without the express permission of the individual(s) concerned. See attached Data Protection Policy.
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DATA PROTECTION POLICY for the Acorn Bank Watermill Trust

Acorn Bank Watermill Trust (“ABWT”) is required by law to comply with the general data protection regime (“GDPR”) that applies to most organisations processing personal data. As such, ABWT:

- Is committed to ensuring that your privacy and personal details are protected.
- Will only use the information for its charitable purposes.
- Will not share it with outside parties other than the Charity Commission who have a right to see it.
- Will never sell your personal data.

The ABWT’s Secretary acts as ABWT’s Data Controller and Processor for the purposes of GDPR and can be contacted either by email, ab.wt@outlook.com, or by writing to him:

c/o David Robertson,
ABWT Secretary,
Banker Lodge,
Main Street,
Kirkby Thore,
Penrith,
Cumbria CA10 1XN.

The Secretary will ensure that all personal data held by ABWT will be:

- Used lawfully, fairly and in a transparent manner in relation to individuals.
- Collected for specified, explicit and “legitimate purposes” (e.g., achieving its charitable objects, the holding of meetings, providing information about the Charity’s activities and seeking help, support, and advice) – it will not be used for any reason outside these purposes without the express permission of the individuals concerned.
- Adequate, relevant, and limited to what is necessary to meet its “legitimate purposes”.
- Accurate and as far as possible kept up to date and any inaccuracies corrected without delay.
- Kept in an easily accessible form for no longer than is necessary for the purposes for which the personal data is used. Personal data may be stored for longer periods providing it is used solely for archiving purposes in the public interest, historical research purposes or statistical purposes.
- Held securely, including protection against unauthorised or unlawful access and against accidental loss, destruction, or damage.

Any data breach will be immediately reported to the Information Commissioner’s Office and the individual(s) affected notified.

What personal data we collect?

Personal information is any data that can be used to identify you. ABWT will only collect, store, and use it when we have a specified reason to do so in line with its “legitimate purposes”. We will usually collect the following basic information about you from you directly if you are donating, booking events, registering as a volunteer, or buying merchandise:

- name and title
- postal address
- telephone number(s)
- bank account details for setting up a regular direct debit, if appropriate
- Gift Aid declaration
- photographs/video of event attendees
- emergency contact details
- medical conditions if they might impact on health and safety (we only hold health information which an individual has provided, unless you have an accident whilst volunteering for us, in which case we may collect additional sensitive personal data in the event of an insurance or legal claim).

ABWT may also collect, store and process information about your dealings with us. This might include the date, time, content, and method of contact (including face to face meetings), details about donations you make to us, events, or activities that you register for or attend, how you have helped us through volunteering or any request for support.

ABWT may also collect and record other relevant information that you share with us about yourself, such as your interests or affiliations with other charities, community or campaign groups, local Council or planning team. We sometimes receive personal data about individuals, such as volunteers, from third parties, for example when we partner with another organisation for volunteering, e.g., the National Trust.

Your data rights.

You have legal rights for the control of your data, which includes the right:

- for confirmation as to whether ABWT holds your personal data
- to obtain a copy of the information ABWT holds.
- the right to have inaccurate data corrected.
- to have your data erased, except where it is necessary for ABWT to continue to use the data for a lawful reason.
- to object to ABWT processing your data for marketing or profiling.
- to receive your data in a common electronic format where ABWT holds it either based on your consent or for the performance of a contract.

You can contact ABWT at any time to access, change or update the details we hold on you. You have the right to obtain a copy of your record free of charge. However, ABWT may charge a fee of £10 if a request is manifestly unfounded or excessive, particularly if it is repetitive. We will need to ask you to confirm your identity. If you want to find out more about the information we hold about you or what we do with it, please contact the Secretary.

ABWT must provide you the information without delay and at the latest within 15 working days of receipt. We may extend the period of compliance where requests are complex or numerous. If this is the case, we will inform you within 10 working days of the receipt of the request and explain why the extension is necessary. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email the Secretary at the address given above, as soon as possible.