



Voluntary Action in Mid Devon

Including Mid Devon's Council for Voluntary Service
and Tiverton & Cullompton Volunteer Bureaux.

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email: maymay.knight@involve-middevon.org.uk

Volunteer Bureau Organisation Registration

Data Protection:

- At no time will we provide any of your details to a third party without your permission.
- In order to keep you up to date with information and events we may include you in our mailing list or email list.
- We will never sell or give our mailing lists to a third party.

The National Volunteering Database (NVD)

We regularly upload details of volunteering opportunities to the NVD, which are then available to the public from the do-it web site (www.do-it.org.uk) where they are able to search the database to find opportunities that match their interests. Partial details of the organisation offering the volunteering opportunity are also uploaded. These are:

- The name of the organisation
- The purpose (or mission statement) of the organisation
- The activities of the organisation

None of the above will be sent to the NVD until you have provided us with details of a volunteering opportunity. In a very limited number of cases we may opt to upload not only the name of your organisation but contact details for a volunteering opportunity as well. (i.e. the address and telephone number). This is only done in cases where a large organisation is seeking multiple volunteers over a wider geographical area. You have the right to request that we don't upload contact details and/or opportunity information.

Opportunity details are registered with us on a separate form.

Organisation Details

Name of Organisation.....

Address.....

Address.....

Address (Town).....

Address (County).....

Postcode.....

Geographical area: (Office use only).....

Main telephone.....

Fax.....

Email.....

Website.....

Organisation Contact Details

Please provide the contact details for the person at your organisation who will liase with us

Title: Mr. Mrs. Miss Ms. (circle one)

First name.....

Surname.....

Salutation (Vicky, Mrs Smith etc).....

Job Title

(Please provide an address if different from the one given for your organisation)

Address.....

Address.....

Address (Town).....

Address (County).....

Postcode.....

Telephone.....

Fax.....

Email.....

Website.....

Organisation Purpose / Mission Statement

This is what potential volunteers will read if they wish to get a general overview of your organisation.

(This statement may appear on the National Volunteering Database on the Internet. Please keep it short and interesting)!

[Empty box for Organisation Purpose / Mission Statement]

Main Activities of the Organisation

This is what potential volunteers will read if they wish to find out more about what your organisation does.

(This statement may appear on the National Volunteering Database on the Internet. Please keep it short and interesting)!

Data Protection

'Involve – Voluntary Action in Mid Devon' is registered under the Data protection Act and is committed to upholding the eight principles of good information handling practice.

I agree that 'Involve' may hold the following information on its volunteering database and may pass this information to potential volunteers and bona fide enquirers.

Signed..... **Date**.....

Name.....

Position.....

WHEN YOU HAVE COMPLETED THIS FORM PLEASE RETURN IT TO:

Maymay Knight
Volunteer Bureau Co-ordinator
Involve
28 Gold Street
Tiverton
EX16 6PY