

**Volunteer – Expression of Interest**

**Please complete the form below – this will help us decide which aspect of the Comic Con you will work on and we will endeavour to match you with the area you feel passionate about gaining experience in.**

**First Name:**

**Surname:**

**Address:**

**D.O.B:**

**Email Address:**

**Phone Number:**

**Have you volunteered at any previous Comic Con’s or conventions?**

Yes No

**If yes, please detail:**

**Why do you want to volunteer at Portsmouth Comic Con?**

**What aspect of the Comic Con interests you the most and where you would like to gain experience? For example:  Comics, Cosplay, Film and TV, Gaming etc.**

**Are you confident directing people?**

Yes No

**Do you have experience working with and/or directing large crowds of people?**

**Do you have any access requirements?**

Yes No

**If yes, please detail:**

**I understand this is an unpaid, volunteer position.\***

Agree Disagree

**I understand that some shifts begin as early as 8 AM and end as late as 18:00 PM. I confirm that I am eligible and available to work a minimum of one (1) shift per day (5 hours). \***

Agree Disagree

**If successful, you may be asked to come in for an informal interview and an official volunteer agreement will be issued for your review and signature. Contact** **katherine.scott@portsmouthguildhall.org.uk** **for more information.**

**Volunteers’ Privacy Notice**

**This Privacy Notice has been written to inform volunteers about what we do with your personal information.**

**Who are we?**

The Trust is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we hold on. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

The Company is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows: The Guildhall Trust, The Guildhall, Guildhall Square, Portsmouth, Hampshire, PO1 2AB

**What information do we collect and why do we require it?**

As part of your volunteer role The Guildhall Trust may need to assess your suitability for the role. This means that we need to collect information about you in order to facilitate this.

The personal data we collect about you includes:

 *Personal identifiers (your name, address, contact details)*

* Personal information relating to your particular role (i.e. if you are a parent governor etc)
* Information relating to the history of your appointment
* Register of business interests
* Race and/or ethnicity may be collected for equality monitoring purposes

 **Who do we obtain your information from?**

Much of the information we process will be obtained directly from your application form. However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

* The Local Authority.
* The Disclosure & Barring Service

**Who do we share your personal data with?**

Your information will only be made available to those who need it to do their job in relation to your role as a volunteer. This includes the relevant administrative staff.

**How long do we keep your personal data for?**

The Trust will keep your data in line with our Information Policy. Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

**Do you transfer my data outside of the UK?**

Generally the information that the Trust holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as ‘safe’ by the UK government. If we do need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

**What is our lawful basis for processing your personal data?**

The Trust processes your personal data and special category data based on its legal responsibilities to:

* Safeguard persons it has responsibility for,
* Maintain adequate health and safety standards,
* Monitor equality and diversity at our Trust.

The Trust relies on Article 6(1)(c) and Article 9(2)(b) of the GDPR to process your personal and special category data.

**What rights do you have over your data?**

Under GDPR, individuals have the following rights in relation to the processing of their personal data:

* to be informed about how we process your personal data. This notice fulfils this obligation
* to request access to your personal data that we hold, and be provided with a copy of it
* to request that your personal data is amended if inaccurate or incomplete
* to request that your personal data is erased where there is no compelling reason for its continued processing
* to request that the processing of your personal data is restricted
* to object to your personal data being processed

If you would like to exercise any of these rights, please contact michelle.masterton@portsmouthguildhall.org.uk

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner at The Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow Cheshire, SK9 5AF