



ENHANCING CHILDHOOD. ENABLING INDEPENDENCE.
Formerly Brig-y-Don Children's Charity.

VOLUNTEER APPLICATION FORM

PERSONAL DETAILS

Mr / Mrs / Miss / Ms / Other _____ Name _____

Address _____

Postcode _____

Telephone - Day _____ Evening _____ Mobile _____

Email _____ Date of Birth _____

Employers Name _____

Current Job
Title _____

Brief Previous
Employment
History _____

Qualifications/
specialist skills _____

Nationality _____

Languages spoken fluently _____

EMERGENCY CONTACT DETAILS

Mr / Mrs / Miss / Ms / Other _____ Name _____

Telephone - Day _____ Evening _____ Mobile _____

Relationship _____

HEALTH

Please describe below any medical conditions you may have:

VOLUNTARY WORK

Please provide details of the kind of voluntary work you are looking for and any experience you may have:

What hours are you able to work? Weekends Weekdays Evenings Flexible

Do you hold a current clean driving licence? Yes / No

CRIMINAL CONVICTIONS

Please provide details of any criminal convictions recorded against you.

REFERENCE • An employer or former employer. If this is not possible then someone who knows you in a professional capacity i.e.: Lawyer, Doctor or Teacher

Mr / Mrs / Miss / Ms / Other _____ Name _____

Address _____

Postcode _____

Telephone _____ Email _____

Relationship _____

CONFIDENTIALITY AGREEMENT

As part of the Brightly you will be bound by the same code of practice and policies as the employed professional staff. This applies to all information whether verbal or in writing, whether held on computer or overheard in conversation. Such information is not to be disclosed to anyone other than Brightly. Breaches of confidentiality are taken very seriously.

APPLICANT'S SIGNATURE

FOR IDENTIFICATION PURPOSES PLEASE ENCLOSE A PASSPORT STYLE PHOTOGRAPH WITH THIS FORM.

- I confirm that all information contained in this application form is true and complete.
- I understand that any false statement or the withholding of information may cancel my application to become a volunteer at Brightly.
- I accept that as a volunteer I am bound by the confidentiality and non-disclosure agreement and the Brightly confidentiality policy.
- I understand that Brightly will require a police reference check, a personal reference and safeguarding training for any volunteer who is in contact with children/young people.

Signed _____ Date _____

Please return to: Wendy Nerac
Larn-a-Lod
Rue Du Coin
Grouville
JE3 9QR

wendy@brightly.je
Tel: 07797 856127

FOR OFFICE USE ONLY

Date Returned _____

Action _____

Volunteering work sought _____

BRIGHTLY

UNDERTAKING OF CONFIDENTIALITY AND NON-DISCLOSURE

I the undersigned, being involved with Brightly (the 'Association'), acknowledge that certain information received or generated, directly or indirectly, by me while performing my duties as a member of staff/volunteer is confidential.

1. Therefore I hereby undertake, unless in liaison with other government or charitable bodies in the context of an application for assistance from the Association, not to disclose or otherwise communicate, whether directly or indirectly, to any third party;

- Any information with respect to any child or family whose affairs are discussed by the Association.
- Any information not otherwise already in the public domain regarding the management, activities or methods of operation of the staff who work at Brig-y-Don House, the Leaving Care Team of the Children's Service of the Education Department of the States of Jersey, and the Social Services Team of the Health and Social Services Department of the States of Jersey.

2. This undertaking shall be irrevocable and continue indefinitely.

3. The obligation created by this undertaking shall not apply to communications made by me when so required by law or by any competent regulatory or government authority or to communications between me and any person providing me with legal advice.

4. The Association shall be entitled to seek a court order to ensure my compliance with this undertaking.

5. I acknowledge this undertaking is reasonable given the nature of the work carried on by the Association and if any aspect of it should be found void or unenforceable that this finding shall not affect the validity of the remainder of it.

6. I agree that this undertaking shall be governed by and construed in accordance with the Laws of the Island of Jersey.

7. I give this undertaking voluntarily, in full knowledge and understanding of its meaning, and without duress.

Name (print)

Signature

Date

Brightly formerly Brig-y-Don Children's Charity Privacy Notice For Volunteers

Purpose

This Privacy Notice explains what to expect when Brightly collects and uses your personal information. Please read it carefully.

Our promise

Brightly is committed to protecting your personal information and being transparent about what we do with it. We are committed to respecting your privacy and ensuring the personal information you have entrusted to us is processed in accordance with the Data Protection (Jersey) Law 2018.

How we collect personal information

We collect personal information directly from you when you make the decision to become a volunteer.

When you fill in a form or provide your details on our Facebook page or website, you may see one or more tick boxes allowing you to opt-in to receive marketing communications from us by email or post.

The personal information we collect

- Personal identifiers such as your title and name
- Contact details including postal address, email and telephone/mobile number
- Records of your volunteering for us

Sensitive personal data

The Data Protection (Jersey) Law 2018 recognises some information as 'sensitive personal data'. This includes, but is not limited to, information that reveals your religious beliefs, race or ethnic origin. Brightly will always treat any sensitive personal data we process with the greatest care and process the information in accordance with the Data Protection Act.

Why we collect your personal information

We collect your personal information:

- To keep you informed about our work. Please see more details in Marketing Permissions
- To fundraise more efficiently

Marketing permissions

We wish to share news about how your support is changing the lives of children and young people. This may include sending you information about our work, news, appeals, campaigns, events and information on volunteering.

Email marketing - We will ask for your permission to contact you by email for marketing purposes.

Postal marketing – From time-to-time, we may send you information about our work unless you have told us you would prefer not to receive this information by post.

Brightly is committed to respecting your choice to receive marketing communication. You can update or withdraw your consent/permissions and contact preferences at any time by writing to us at: Larn-a-Lod, Rue du Coin, Grouville, JE3 9QR or emailing us at: allison@brightly.je

Fundraising

Brightly supports children and young people in care and care leavers up to the age of 25. Fundraising is essential for Brightly to make a lasting difference in the lives of these children and young people.

Who we share your information with

Brightly will never share your information with any third party outside of our charity.

How long we keep your data

Brightly will only keep your personal information for as long as it is required and in accordance with statutory requirements.

Your information rights and choices

The Data Protection (Jersey) Law 2018 gives you the right:

- To request in writing and securely obtain copies of the personal information Brightly holds about you
- To correct or update your personal information processed by Brightly
- To request Brightly to stop using your personal information for marketing purposes or for any other purpose where there is no legal requirement for continued processing

Reporting concerns or compliments

Please contact us if you wish to raise a concern about our handling of your personal information, or compliment what you think we have done well. You also have the right to lodge a complaint with the Office of the Information Commissioner about how we manage your data.

Changes to this privacy notice

Brightly will review this privacy notice regularly and may update it at any time for example, in the event of changes in law or how we operate. Please do check our website from time-to-time. If there are any significant changes in the way we process your personal information we will provide a prominent notice on our website or send you a notification.

Concerns or questions

If you have any questions relating to this privacy notice, please contact us by writing to us at: Larn-a-Lod, Rue du Coin, Grouville, JE3 9QR or emailing us at: allison@brightly.je

Name (print)

Signature

Date