



### **Personal Details and Data Protection Statement**

When someone applies to join Altrincham Hosts they are asked to provide personal details (name/address/telephone/email/car driver etc.) that we need for contact purposes. Hosts should advise us in writing (e-mail is fine) of any changes to those details. Periodically we may ask for confirmation to ensure our records are up-to-date and complete.

This information is not shared with any third party without permission, save for a Host's email address/contact telephone number which may be shared with an event organiser and/or fellow Hosts to assist with volunteer management when a Host volunteers for a particular event or activity; and to enable an event organiser to brief Hosts directly and manage Hosts volunteers on the day.

More detailed personal information is required in order to process a DBS check [should this be required for a particular volunteering role]. However, [in these instances the checks would be the responsibility of the requesting organisation and none of that information would be held by Knutsford Hosts.]

Altrincham Hosts June 2017.