**Wildlife Watch leader application form**

**CONFIDENTIAL**

Thank you for your interest in Wildlife Watch. Leading a group can be a fantastic experience, and makes an invaluable contribution to the work of The Wildlife Trusts and to promoting wider interest in our environment. Previous experience and knowledge of conservation and wildlife is far less important than an empathy with young people and the ability to interest them in investigating their surroundings. However, leadership does involve commitment and responsibility for the safety and well-being of the group members.

Please feel free to ask your local Trust or Wildlife Watch UK office for more information before completing this form.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **NAME (Including title e.g Mr/Mrs/Miss)** |  |
| **ADDRESS** |  |
| **TELEPHONE** |  |
| **EMAIL** |  |
| **Date of Birth** |  |

Please tell us a little about yourself: eg your occupation or training, skills, interests, any involvement with children and/or conservation. (Attach a separate sheet if necessary).

**REFEREES**

Please provide the names and addresses of two persons willing to act as referees on your behalf. At least one must be able to comment on your suitability to care for a group of children. They should not be related to you or live at the same address. References may be sought as part of the selection process.

|  |  |
| --- | --- |
| **NAME** |  |
| **OCCUPATION** |  |
| **ADDRESS**  |  |
| **TELEPHONE** |  |
| **EMAIL** |  |

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| --- | --- |
| **NAME** |  |
| **OCCUPATION** |  |
| **ADDRESS** |  |
| **TELEPHONE** |  |
| **EMAIL** |  |

**Rehabilitation of Offenders Act 1974**

The existence of a criminal record is not necessarily a barrier to becoming a Wildlife Watch leader, but the role you have applied for requires a basic, standard or enhanced disclosure or is one where your normal duties include regulated work and requires a PVG disclosure in accordance with at least one of the following pieces of legislation:-

* Rehabilitation of Offenders Act 1974 (as amended)
* Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (as amended)
* Protection of Vulnerable Groups (Scotland) Act 2007 (as amended)

You are therefore required to self-declare any unspent convictions by completing a self-declaration form, prior to being appointed to the role. You are not required however to declare anything on this application form.

**GENERAL DATA PROTECTION REGULATIONS (GDPR)**

When you become a volunteer we will collect and store some of your personal information on our supporter database for the following reasons:

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| --- | --- |
| **To protect the Trust & improve performance****Communication** | We will ask for details of relevant criminal convictions and store them in a specially protected part of our database. We will also keep training records such as skills training to ensure volunteer groups are kept safe and that we are fulfilling our health & safety obligations. We will collect basic information to allow us to communicate with you such as name, address, telephone number and email address. |

**Data statement**

Your personal information will be recorded in the Trust’s supporter database and will be retained only for as long as is permitted by UK legislation. All information you supply will be held in strict confidence for use within the Trust only and unless you give prior written consent, your personal data will not be provided to any third party except where we have a legitimate interest (such as a joint project with another organisation where volunteers are shared) and/or statutory obligation to do so (eg where asked by the police).

We will only process and store your personal data if you become a volunteer. If not, we will destroy/delete your application within 12 months.

We have a data retention period of 30 years after you register as a volunteer with us and/or (where volunteering exceeds 30 years) 7 years after you finish volunteering; this is due to the role involving regulated work. After this time all your personal data will be destroyed/deleted. We will however retain non detailed, generic data such as the fact that you were once an SWT volunteer.

PVG certificates will be destroyed by the Trust 3 months after receipt, as this is a legal requirement. A copy of your PVG number will however be kept on file as per the above retention period.

We are committed to the safekeeping of personal details of our members, supporters and anyone else whose information we hold. The [Scottish Wildlife Trust’s Privacy Notice](https://scottishwildlifetrust.org.uk/privacy-notice/) explains how and why we use your personal data, to ensure that you remain informed and in control of your information.

In accordance with GDPR regulations, we need your permission to send you marketing emails (relating to promotional material – such as Trust events and activities). If you would like to hear from the Scottish Wildlife Trust by email about future volunteer related events, news and activities, please let us know using the options below. Please be aware that this will not affect communications directly relevant to the administration of your role, and if you are a member, your membership communications will also not be impacted by this.

I would like to receive emails from the Scottish Wildlife Trust about future volunteer related events, news and activities –

Yes No

**DECLARATION**

I declare the information I have given on this form is, to the best of my knowledge, true. By signing this form I understand that my data will be processed in accordance with the above.

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| --- | --- | --- | --- |
| **SIGNATURE** |  | **DATE** |  |