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| **Whittington Paediatric Young Person Involvement**  **Application Form** | | | | | |
| Please complete as thoroughly as you can and either email it back to us at  [whh-tr.volunteers@nhs.net](mailto:whh-tr.volunteers@nhs.net)  or  Send via post to:  Volunteer Service Department, Level 0,  Magdala Avenue,  London  N19 5NF  **If you have queries about applying then please liaise with our paediatric administrator on 0207 288 5300** and she will ask the team for assistance if unable to help you. If you need help completing the form then liaise with the ward or clinic paediatric nursing staff.  If you would like to contact the volunteer service department, please call: 0207 288 3936  or email:  whh-tr.volunteers@nhs.net  We are currently working to reduce physical attendance to our office, and so we offer face-to-face contacts by appointment only. | | | | | |
| **Young person information (needs to be aged 12 or above)**  **Please complete these details if you are a young person who would be interested in getting involved with the paediatric team.** | | | | | |
| Name: | | Date of birth: | | | |
| Address: | | Postcode: | | | |
| Telephone number: | | Mobile number: | | | |
| Email: | | | | | |
| **Next of Kin or Carer Contact details**  **Please complete this section if you are a young person applying or if you are a carer or parent applying (in which case please check this box and provide the name of the young person you are connected to)** | | | | | |
| Name: | | Relationship to young person: | | | |
| Address: | | Telephone number: | | | |
| Telephone number: | | Mobile number: | | | |
| Email: | | **Name of young person who has received care from the team (if they are not completing this form for themselves):** | | | |
| Are you completing this section as:  The adult wanting to get involved  The young person | |
|  | |  | | | |
| Have you been a volunteer before? | | Yes  No | | | |
| Where did you hear about us? | |  | | | |
| Why do you want to volunteer at the Whittington Health NHS Trust? | |  | | | |
| Do you have any interests that you would like to further develop whilst volunteering in The Trust? | |  | | | |
| What types of role might you be interested in?  Eg/ focus groups, reviewing guidelines, estates consultation, interview panels | |  | | | |
| **Equal Opportunity Form**  As Public Sector Employers, NHS organisations are required to collect details about an applicant's ethnicity. This information is collected to fulfil that obligation and is used for monitoring purposes only. | | | | | |
| How would you describe your gender? (Please write in space provided if you prefer not to answer) | |  | | | |
| How would you describe your sexuality?  (Please write in space provided if you prefer not to answer) | |  | | | |
| What is your preferred pronoun? (Please write in space provided if you prefer not to answer) | |  | | | |
| Marital Status | | Married  Civil Partner  Single  Prefer not to say | | | |
| **Disability**  (A physical or mental impairment which has substantial long term adverse effects on your ability  To carry out normal day to day activities) | | | | | |
| Do you consider yourself to have a disability? (Please write in space provided if you prefer not to answer) | | |  | | |
| Do you need any reasonable adjustments, if so what? | | |  | | |
| **Religion** | | | | | |
| What are your religious beliefs? (Please write in the space provided if you prefer not to answer) | | |  | | |
| **Ethnicity** | | | | | |
| What is your ethnicity? | | | | | |
| **White** |  | **Mixed/multiple ethnic group** | |  |  |
| British |  | White & Black Caribbean | |  | |
| Irish |  | White & Black African | |  | |
| Any other white background |  | Any other mixed background | |  | |
| **Asian or Asian British** |  | **Black or Black British** | |  | |
| Indian |  | African | |  | |
| Pakistani |  | Caribbean | |  | |
| Bangladeshi |  | Any other Black/African/Caribbean | |  | |
| Any other Asian background |  | **Other Ethnic Groups** | |  | |
| **Not stated** |  | Chinese | |  | |
| **Prefer not to answer** |  |  | |  | |

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| **Consent forms** – We often promote the great work of volunteers; by taking photos or asking for quotes, this is used on social media, newsletters, newspapers, leaflets, or annual reports to promote the department/service.  These photos or films may be used by the media in public places, we would like your permission to photograph or film you for these purposes. | I give consent to have my photo used for promotional purposes.  I **do not** give consent to have my photo used for promotional purposes. |

**Privacy Notice Statement for Voluntary Service applications.**

This page describes how Whittington Health manages and uses the data held about its volunteer staff and how confidentiality of this information is maintained.

**What is personal data?**   
Information that relates to any living person who could be identified by that information such as name, address, date of birth, your next of kin and contact details.

**Why does Whittington Health hold information on its volunteer staff?**

We store and process this information for the purpose of facilitating the Trust’s volunteer staff service, enabling the recruitment and placement of candidates or where the Trust may need to comply with other legal obligations.

The main reasons for using your data are as follows:

* To contact you about volunteer placements, training, and events at the Trust
* To keep a record of your volunteer activity
* To record information about your training
* To maintain accurate and up-to-date volunteer records and contact details including details of who to contact in the event of an emergency.
* To monitor conduct and performance
* To comply with a legal or regulatory obligations

**How might Whittington Health Share volunteer staff data?**  
This information may be shared for lawful purposes including:

* Disclosure to Data Processors – e.g., records sent to external archive storage providers under contract to Whittington Health.

Disclosure is also made to our internal Occupational Health department in respect to staff welfare and referral.

**Lawful basis for processing**

Whittington Health NHS Trust is the data controller and will process your data in accordance with the regulations that apply to:

* **Article 6(1)(e) of The General Data Protection Regulations (UK GDPR) & Data Protection Act 2018 (DPA18)**

Your data will be stored on secure Trust systems and servers based in the UK. Records will be retained as per the guidance set out in the [Records Management Code of Practice](https://transform.england.nhs.uk/information-governance/guidance/records-management-code/).

For full details on the Trust’s processing activities please see the Privacy Notice here on the Trust website [Privacy Notice (whittington.nhs.uk)](https://www.whittington.nhs.uk/default.asp?c=33205)