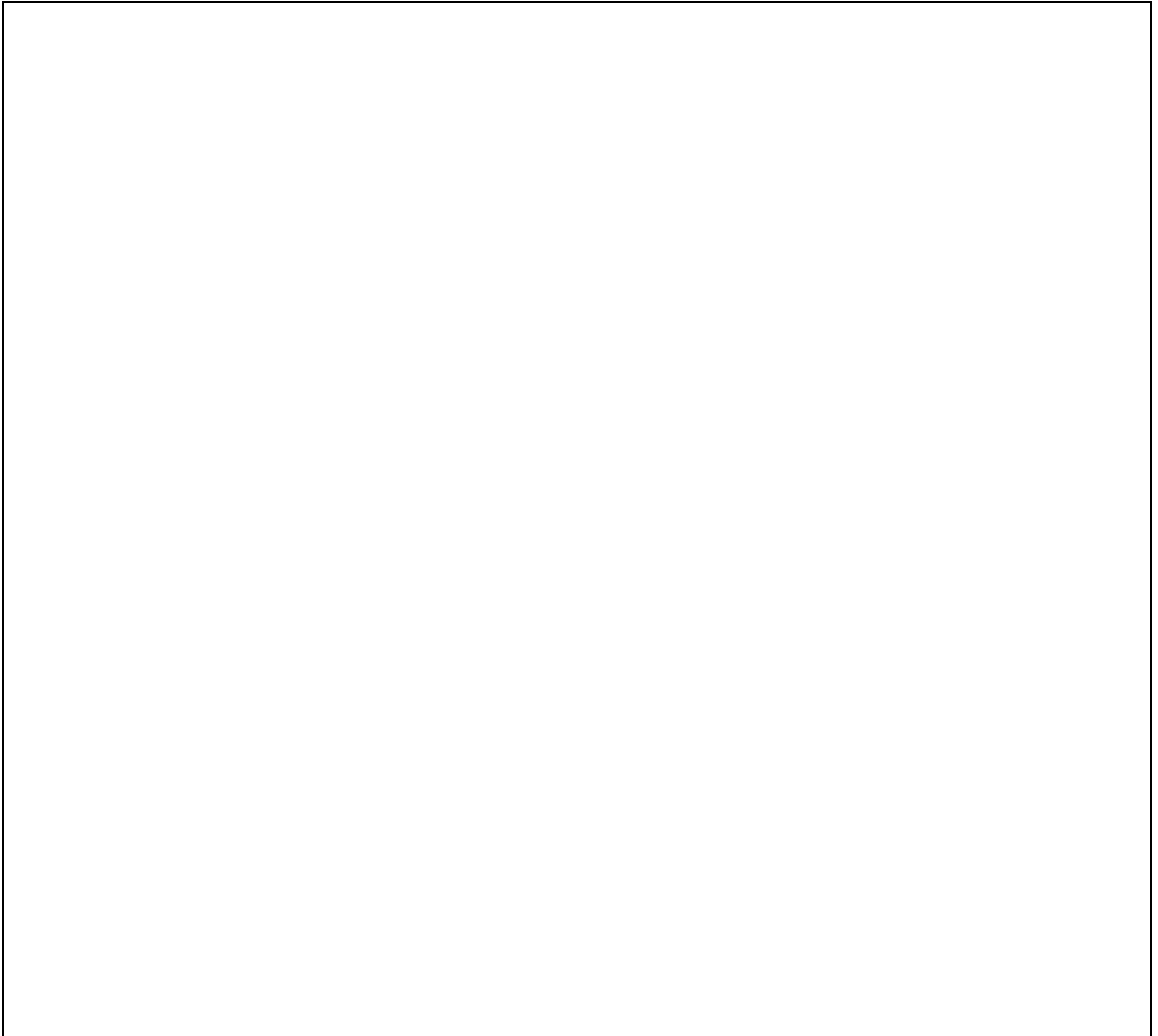


# Organisation Registration Form

<b>Organisation Details</b>			
<b>1</b>	Name of organisation/group		
<b>2</b>	Type of Organisation ( <i>please circle</i> )	Voluntary/ Statutory/ Private/ Government	
<b>3</b>	Website address		
<b>4</b>	General / main organisation email address		
<b>5</b>	Postal address (including postcode)		
<b>6</b>	Primary telephone number		
<b>7</b>	Does your organisation engage volunteers in service delivery?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>8</b>	Number of volunteers		
<b>Basic Profiling</b>			
<b>9</b>	<b>Legal Status:</b>		
	Registered Charity	<input type="checkbox"/>	Number:
	Unincorporated Association	<input type="checkbox"/>	
	Community Interest Company (state number)	<input type="checkbox"/>	Number:
	Company (state number)	<input type="checkbox"/>	Number:
	SCIO (Scottish Charitable Incorporated Organisation) (state number))	<input type="checkbox"/>	Number:
	Trust	<input type="checkbox"/>	
	Industrial and Provident Society	<input type="checkbox"/>	
	Other (please specify)		
<b>10</b>	Which year was your group/organisation established?		
<b>11</b>	How many staff are employed by your organisation?		
	Full time		
	Part time		
<b>12</b>	Number of board/committee members		
<b>13</b>	a Are you part of another organisation	Yes <input type="checkbox"/>	No <input type="checkbox"/>

	eg local branch of national organisation		
	b If yes, please specify which organisation and your relationship with them		
<b>14</b>	Which geographical area do you operate in? (please tick one)		
	Local Authority Wide (Dundee City)		<input type="checkbox"/>
	More than one Local Authority area		<input type="checkbox"/>
	Scotland Wide		<input type="checkbox"/>
	UK Wide		<input type="checkbox"/>
	International		<input type="checkbox"/>
	Neighbourhoods(s) (Please say where)		<input type="checkbox"/>
	1 Strathmartine <input type="checkbox"/>	2	
	Lochee <input type="checkbox"/>		
	3 West End <input type="checkbox"/>	4 Coldside <input type="checkbox"/>	
	5 Maryfield <input type="checkbox"/>	6 North East <input type="checkbox"/>	
	7 East End <input type="checkbox"/>	8 The Ferry <input type="checkbox"/>	

<b>15</b>	<b>What do you do and who do you work with?</b> Please describe the purpose/aims of organisation (what does it say on your constitution or founding document)? 50-60 words <b>Please note this information may appear on our website and volunteering browsers if applicable.</b>
-----------	--



<b>16</b>	What is/are your main area/s of work? (Please tick all that apply)		
	Addictions	<input type="checkbox"/>	Advice/Information <input type="checkbox"/>
	Advocacy	<input type="checkbox"/>	Animal Welfare <input type="checkbox"/>
	Arts & Culture	<input type="checkbox"/>	Befriending/Mentoring <input type="checkbox"/>
	Black/Minority Ethnic	<input type="checkbox"/>	Campaigning/ Lobbying <input type="checkbox"/>
	Carers	<input type="checkbox"/>	Charity Shop <input type="checkbox"/>
	Children Services	<input type="checkbox"/>	Community Council <input type="checkbox"/>
	Community Development	<input type="checkbox"/>	Community Facilities <input type="checkbox"/>
	Community Forum	<input type="checkbox"/>	Community Safety <input type="checkbox"/>
	Community Transport	<input type="checkbox"/>	Counselling <input type="checkbox"/>
	Credit Unions/Community Banking	<input type="checkbox"/>	Drug/Alcohol Issues <input type="checkbox"/>
	Education/learning/training	<input type="checkbox"/>	Emergency/Disaster Relief <input type="checkbox"/>
	Employment	<input type="checkbox"/>	Environment/Recycling <input type="checkbox"/>
	Equality	<input type="checkbox"/>	Faith/Religion/Belief <input type="checkbox"/>
	Family Support	<input type="checkbox"/>	Fundraising/Funding <input type="checkbox"/>
	Health	<input type="checkbox"/>	Helplines <input type="checkbox"/>
	Housing/Homeless	<input type="checkbox"/>	Housing Association <input type="checkbox"/>
	Law & Justice	<input type="checkbox"/>	Learning Disability <input type="checkbox"/>
	Men	<input type="checkbox"/>	Mental Health <input type="checkbox"/>
	Offenders/Ex-offenders	<input type="checkbox"/>	Older People <input type="checkbox"/>
	Overseas Aid/Developing World	<input type="checkbox"/>	Physical Disability <input type="checkbox"/>
	Poverty	<input type="checkbox"/>	Refugees/Asylum Seekers <input type="checkbox"/>
	Self Help/Support	<input type="checkbox"/>	Sensory Impairment <input type="checkbox"/>
	Sexuality	<input type="checkbox"/>	Single parent <input type="checkbox"/>
	Social Care	<input type="checkbox"/>	Social Economy/ Social Enterprise <input type="checkbox"/>
Sport/Leisure/Recreation	<input type="checkbox"/>	Volunteering <input type="checkbox"/>	
Women	<input type="checkbox"/>	Young People <input type="checkbox"/>	
Other – please state			

<b>17</b>	<b>Finance</b>	
	Total income for last financial year:	£
	Total expenditure for last financial year:	£
	When does your financial year end?	
It would be helpful if you could indicate if your income last year included:		

	Grants	Contract / SLA
Public sector:	£	£
Non Public sector:	£	£
Self-generated income:	£	

## 18 Contacts

<b>Details of organisation main contact:</b>	
First name:	
Surname:	
Telephone number	
Email Address	
Job Role:	
<b>Additional Contacts</b>	
First name:	
Surname:	
Telephone number	
Email Address	
Job Role:	
First name:	
Surname:	
Telephone number	
Email Address	
Job Role:	
First name:	
Surname:	
Telephone number	
Email Address	
Job Role:	
First name:	
Surname:	
Telephone number	
Email Address	
Job Role:	

19	<b>Policies &amp; Quality Standards – does your organisation have the following?</b>	
	Yes	No, but would like further information (see Q. 21)
	<input type="checkbox"/>	<input type="checkbox"/>
Equal Opportunities policy	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety policy	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer policy	<input type="checkbox"/>	<input type="checkbox"/>
Child protection policy	<input type="checkbox"/>	<input type="checkbox"/>
Vulnerable Adults Policy	<input type="checkbox"/>	<input type="checkbox"/>
Equality & Diversity Policy	<input type="checkbox"/>	<input type="checkbox"/>
CRBS registered	<input type="checkbox"/>	<input type="checkbox"/>
Saltire Award registration	<input type="checkbox"/>	<input type="checkbox"/>

	Volunteer Friendly Award	<input type="checkbox"/>	<input type="checkbox"/>
	Investing in Volunteers Award	<input type="checkbox"/>	<input type="checkbox"/>
<b>20</b>	<b>How did you hear about Dundee Third Sector Interface?</b> <i>(Additional profiling - Organisation promotion)</i>		
	Local Authority		Other – give details:
	Local Media		
	National Media		
	Other Third Sector Organisation		
	Other TSI		
	Search Engine		
	Word of Mouth		

21	What help do you need?	
	<p><b>Office use only:</b> Action:</p>	<p>Episode category:</p> <p>Volunteering <input type="checkbox"/></p> <p>Vol. Management <input type="checkbox"/></p> <p>Social Enterprise <input type="checkbox"/></p> <p>Governance <input type="checkbox"/></p> <p>Organisational Development <input type="checkbox"/></p> <p>Funding <input type="checkbox"/></p> <p>HR/Legal <input type="checkbox"/></p> <p>Capacity Building <input type="checkbox"/></p> <p>Finance <input type="checkbox"/></p> <p>Networks/Forums <input type="checkbox"/></p> <p>Core TSI Episodes <input type="checkbox"/></p> <p>Community Planning <input type="checkbox"/></p>
Assigned to:		
	<p><b>Office use only:</b> Action:</p>	<p>Episode category:</p> <p>Volunteering <input type="checkbox"/></p> <p>Vol. Management <input type="checkbox"/></p> <p>Social Enterprise <input type="checkbox"/></p> <p>Governance <input type="checkbox"/></p> <p>Organisational Development <input type="checkbox"/></p> <p>Funding <input type="checkbox"/></p> <p>HR/Legal <input type="checkbox"/></p> <p>Capacity Building <input type="checkbox"/></p> <p>Finance <input type="checkbox"/></p> <p>Networks/Forums <input type="checkbox"/></p> <p>Core TSI Episodes <input type="checkbox"/></p>



		Community Planning <input type="checkbox"/>
	Assigned to:	

## Consent Form

This form asks for your consent to allow us to use your personal data for the reasons stated below. You should only sign it if you want to give us your consent. Personal data will be held and processed in accordance with the requirements of the General Data Protection Regulation 2018.

### Dundee Voluntary Action would like to process the following information about you

- Name
- Address
- Telephone Number
- Email address
- Website

### Dundee Voluntary Action will use the data for the following purposes with your consent:

- Your information will be stored in the Milo database for the third sector interface network in Scotland.
- To add your information to a Mailing List.
- DVA use personal data for statistical information required by external agencies, government bodies, prospective and existing funders. Personal data, will, where necessary be anonymised to ensure that no identification of individuals is possible.

### How to withdraw your consent

You can withdraw the consent you are giving on this form at any time. You can do this by contacting [mrees@dva.scot](mailto:mrees@dva.scot)

### Please tick the boxes below which are applicable:

- I consent to Dundee Voluntary Action processing my/our details for inclusion on MILO the Third Sector Interface database. I have read and understand the privacy statement provided.
- I consent to my organisational data being published openly on the internet, for use in service directories including ALISS and Get Involved. I have read and understand the privacy statement provided
- I consent to my/our details being added to the DVA Mailing List. I have read and understand the privacy statement provided. I have read and understand the privacy statement provided

**Signed..... Post Held.....**  
**Date.....**

## **Privacy Statement**

**Dundee Voluntary Action (DVA)** needs to collect and use certain types of information about individuals who come into contact with DVA in order to carry out our work. Dundee Voluntary Action is what's known as the 'Controller' of the personal data you provide to us. You can contact the Data Protection Officer at [mrees@dva.scot](mailto:mrees@dva.scot). This privacy notice tells you about the information we collect from you when you register as an organisation with us.

### **What personal data will we collect?**

Dundee Voluntary Action will collect and process your name, telephone number, address, email address and website. This is not considered personal data, although there may be cases where you use a personal or home address, which is why we want to be explicit around how this information is used and shared.

DVA will not collect any personal data about you unless you consent to this

### **What are the purposes of processing the data?**

Your information is stored in the Milo database for the third sector interface network in Scotland. Milo is operated on the Salesforce platform and managed for us by Scottish Council for Voluntary Organisations (SCVO), acting as a data processor. You can find out more about SCVO at their website: [www.scvo.org.uk](http://www.scvo.org.uk)

Your organisational data is published openly on the internet, for use in service directories, unless you choose for the information not to be published. Should you indicate your contact details are personal, we will ask for your express permission to publish this.

We will use your information to keep up to date and accurate records of the organisations we engage with as part of our work with the local community and voluntary sector.

We require this information to provide services as a third sector interface and to provide information to the community of organisations and activities in the area.

In order to add you to the Mailing List if you have consented to this

DVA use personal data for statistical information required by external agencies, government bodies, prospective and existing funders. Personal data will, where necessary, be anonymised to ensure that no identification of individuals is possible.

### **Lawful processing of personal data**

Dundee Voluntary Action can process your information because you have given consent.

## What we do with your data

Dundee Voluntary Action regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining your confidence.

Dundee Voluntary Action will ensure that your personal information is treated lawfully and correctly.

Your information is stored in the Milo database for the third sector interface network in Scotland. Milo is operated on the Salesforce platform and managed for us by Scottish Council for Voluntary Organisations (SCVO), acting as a data processor. You can find out more about SCVO at their website: [www.scvo.org.uk](http://www.scvo.org.uk)

Your organisational data is published openly on the internet, for use in service directories, unless you choose for the information not to be published. Should you indicate your contact details are personal, we will ask for your express permission to publish this.

Your personal details will not be given to anyone outside Dundee Voluntary Action without your consent unless it is necessary for us to do so, i.e. in order to comply with the law, with police investigations or it is determined that there is risk of significant harm to either yourself or another person.

There are circumstances where the law allows Dundee Voluntary Action to disclose data (including sensitive data) without the data subject's consent.

These are:

- Carrying out a legal duty or as authorised by the Secretary of State
- Protecting vital interests of an Individual/Service User or other person
- The Individual/Service User has already made the information public
- Conducting any legal proceedings, obtaining legal advice or defending any legal rights
- Monitoring for equal opportunities purposes – i.e. race, disability or religion (in the form of statistics and not in any way that identifies you.)

Dundee Voluntary Action may share data with other agencies such as the local authority, Health organisations, funding bodies and other voluntary agencies (in the form of statistics and not in any way that identifies you.) You will be made aware how and with whom the information will be shared.

## How long do we keep your data?

We will keep organisational details indefinitely, to enable us to profile the changes in the sector. Any personal contact details will be stored for a period of three years since your last engagement with us, at which your personal information will then be deleted from our system.

## What are your rights?

All Data Subjects have the right to access the information DVA holds about them. Individuals may exercise the right by making a written 'subject access request' (SAR). However, subject access goes further than this and an individual is entitled to be:

- told whether any personal data is being processed;
- given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people;
- given a copy of the personal data; and
- given details of the source of the data (where this is available).

You have the right to receive a copy of the personal information that DVA holds about you, and to demand that any inaccurate data be corrected or removed.

You have the right to withdraw consent at any time, **where relevant**.

If you wish to access a copy of any personal data being held about you, you must make a written request for this. To make a request, please complete a **Personal Data Subject Access Request Form** which can be obtained from the Data Protection Officer. If a SAR is received DVA will respond within one month.

If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. Contact [mrees@dva.scot](mailto:mrees@dva.scot)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>

Dundee Voluntary Action is a Registered Charity (No SC000487) and a Company Limited by Guarantee (No SC093088)