

# Volunteer Centre Sedgefield Borough

## Organisation Registration

### Data Protection:

- At no time will we provide any of your details to a third party without your permission.
- In order to keep you up to date with information and events we may include you in our mailing list or email list.
- We will never sell or give our mailing lists to a third party.

### The National Volunteering Database (NVD)

We regularly upload details of volunteering opportunities to the NVD, which are then available to the public from the do-it web site ([www.do-it.org.uk](http://www.do-it.org.uk)) where they are able to search the database to find opportunities that match their interests.

Partial details of the organisation offering the volunteering opportunity are also uploaded. These are:

- The name of the organisation
- The purpose (or mission statement) of the organisation
- The activities of the organisation

None of the above will be sent to the NVD until you have provided us with details of a volunteering opportunity. When you do this you have the option to request that the opportunity is not uploaded to the NVD.

In a very limited number of cases we may opt to upload not only the name of your organisation but contact details for a volunteering opportunity as well. (i.e. the address and telephone number). This is only done in cases where a large organisation is seeking multiple volunteers over a wider geographical area. Again, you have the right to request that we don't upload the contact details and/or the opportunity.

Opportunity details are registered with us on a separate form.

**WHEN YOU HAVE COMPLETED THIS FORM PLEASE RETURN IT TO:**

**Freepost RLUG-YCRZ-AZGB  
CAVOS  
15-17 Festival Walk, Spennymoor  
DL16 6AB**

**Organisation Details**

**Name of Organisation**.....

**Address**.....

**Address**.....

**Address** (Town).....

**Address** (County).....

**Postcode**.....

**Main telephone**.....

**Fax**.....

**Email**.....

**Website**.....

**Organisation Contact Details**

Please provide the contact details for the person at your organisation who will liase with us

**Title:** Mr. Mrs. Miss Ms. (circle one)

**First name**.....

**Surname**.....

**Salutation** (Vicky, Mrs Smith etc).....

**Job Title**.....

(Please provide an address if different from the one given for your organisation)

**Address**.....

**Address**.....

**Address** (Town).....

**Address** (County).....

**Postcode**.....

**Telephone**.....

**Fax**.....

**Email**.....

**Website**.....

**Directions**

Please provide some brief directions on finding your organisation.  
*(For example: Next to Tesco or On the Godlington Industrial Estate or By no 53 bus to Didchester and then ask for the Town Hall)*

**Organisation Purpose or Mission Statement**

**The purpose of your organisation**

*(This statement may appear on the National Volunteering Database on the Internet. Please keep it short and interesting)!*

**Activities of your organisation**

Please provide us with details of the main activities of your organisation.  
*(This statement may appear on the National Volunteering Database on the Internet. Please keep it short and interesting)!*

Signed.....

Name.....

Position.....

Date.....