# Registration of volunteering enquiries form

## Guidance for use of this form

### What is the purpose of this form?

This form can be used to safely and compliantly collect contact details (name, postcode, telephone number, email address) of prospective volunteers who have expressed interest in volunteering with us. (See ‘Volunteer Attraction Procedure – Registration of volunteering enquiries’ on Knowledge Hub for details)

### Who can use this form?

This form is for use by Guide Dogs staff members and volunteers who have completed and are up-to-date with their ‘Data protection and information security’ training.

### How to use the form

Take either a printed copy or electronic version of the form along to events and activities where you are likely to be talking to people about volunteering for Guide Dogs. If someone would like leave their details, you should ask for the information and you should complete the attached form on their behalf. Please note, the individual should not complete the form themselves. This ensures we can keep the details of other prospective volunteers safe.

### What to do with the details collected

The information collected should be safely shared with your local Volunteering Coordinator within 5 working days. Email the information to your Volunteering Coordinator, which should be as a password protected attachment if you are not a Guide Dogs email user. Or hand the paper copy over in person or send by post. Once the information has been passed to the Volunteer Coordinator, you must delete the information from your device and destroy any physical copies immediately.

# Registration of volunteer enquiries form

This form should be completed by a Guide Dogs member of staff or volunteer.

**IMPORTANT**: Please inform the enquirer how we will use their information: By submitting your contact details, you are confirming you are happy for your local Volunteering Coordinator to contact you about volunteering opportunities in your area. Your contact details will be erased after 1 month.

Please thank them for their interest in volunteering for Guide Dogs.

The table below has 6 columns, and 16 rows including a header row. The remaining rows are empty for data input. Additional rows may be added.

| **Name** | **Date** | **Postcode** | **Email** | **Phone number** | **What role(s) are they interested in?** |
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