

Personal details form and privacy notice

Our Address

insert address

insert logo

Alumni Personal Details and Privacy Statement

Thank you for joining our SEND alumni Network. We would like you to come again. We would like to keep your contact details. If this is okay, please fill in the boxes that come next.

Contact Details Form (to be completed by Alumni Volunteer)

Don't worry if you don't know all of the answers. Just write 'I don't know' if you cannot answer the question.

What is your first name?	
What is your last name?	
What is your e-mail address?	
What is the address of where you live?	
What is your telephone or mobile number?	
What job are you doing now?	
What jobs have you done before?	

Privacy notice for Alumni Volunteers

- Thank you for helping us.
- We have to follow some rules about keeping your contact details and jobs.
- This is because you have a right to privacy.
- The law says that we can only keep the details you wrote down in the boxes if you say it is okay.
- We will only use your contact details to tell you about things that are happening at *(insert name of school/college in box)*
 that you could help us with.
- We will keep your contact details for years and we won't share them with anyone outside *(insert name of school/college in box)*

Is this okay with you? Please choose the option you want.

- Yes** it is okay with me
- No** it is not okay with me

To be completed by Alumni Volunteer

Your signature:	
The date of your signature: (dd/mm/yyyy)	
If you chose 'Yes' above you can change your mind and change this to 'No' whenever you like. If you want to do this <i>(insert email contact)</i>	

To be completed by organisation

Our Data Protection Officer (DPO) is <i>(insert name)</i> on <i>(insert telephone)</i>	
You can email our Data Protection officer at <i>(insert e-mail)</i>	
Further information on how we protect people's privacy is at <i>(insert web page address for data protection in organisation)</i>	

Thank you