For office use only

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| Date ……………………..…TB No:…………………. ………  Refs sent……………………Refs Received…………………  Password………………………………………………………  |

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| Please return completed form to The Glebe, 4 High Street, Sutton or email to suttontimebank@sutton-cambs-pc.gov.uk |

**Sutton Time Bank**

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| **Personal Details**  |
| **Title:**  | **Name:**  | **Gender:**  |
| **D.O.B:**  | **Home No:**  | **Mob No:**  |
| **Email:**  | **Internet User?:** Yes / No |
| **Address:**  |
|  |
| **Living:** *Alone / with family / with spouse / Other* |
| **Mobility and Transport**  |
| **Please give details of any disabilities or mobility problems:** *(NB: This is to give us an indication of assignments that would or would not be suitable for you)*    |
| **Do you hold a current UK Driving License?** *Yes/No* | **Do you own your own car?:** *Yes/No* |
| **Emergency contact**  |
| **Name:**  | **Phone:**  |
| **Relationship:**  |
| **Doctor’s Name/Telephone:**  |

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| **Criminal Convictions**  |
| If you have a police record, you can still volunteer, however the nature of volunteering is such that you are exempt from the Rehabilitation of Offenders Act 1974. In rare cases a police check may be required because of regular access to vulnerable people. |
| **Do you have any criminal convictions/offences?** *Yes / No* If Yes, please send details in a separate envelope addressed to the Coordinator. Confidentiality will be maintained.  |
| **Are you willing to have a Disclosure and Barring Services (DBS) Check if required?** *Yes / No*  |
| **References**  |
| We want to ensure that as a Time Bank Member you and your family are safe, so for everyone involved in the scheme we take up references. References should not be from a spouse or partner or an immediate member of your family. |
| **Reference 1**  | **Reference 2**  |
| **Name:**  | **Name:**  |
| **Address:**  | **Address:**  |
| **Telephone:**  | **Telephone:**  |
| **Email:**  | **Email:**  |
| **Time Bank Standards of Care**  |
| As a participant of Time Bank, I agree to: 1. Respect another participant’s privacy or confidentiality

 1. Respect other participant’s viewpoints, and to not pressure another participant to accept my religious beliefs or political views.

 1. Not involve my friends or relatives in time bank activities by bringing them to a participant’s home or venue of time exchange, unless agreed with the Time Bank as being part of a group activity.

 1. Not ask for or accept money, gifts or tips from other participants.

 1. Not eat or drink a participant’s food and drink, unless invited to do so.

 1. A no smoking policy in a participant’s home or venue of time exchange.

 1. Not use any possessions of the participant, including the telephone, unless given clear permission to.

 1. Always treat other participants respectfully.
2. Not exchange hours unless the time bank is aware (otherwise forfeit insurance cover)
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| **Time Bank Promotion**  |
| How did you find out about the Time Bank?  |
| Why do you want to join the Time Bank?   |

**Consent**

Your privacy is important to us and we want communicate with our members in a way that has their consent and which is in line with UK law on data protection.

You can find out more about how we use your data from Sutton Parish Council’s “Privacy Notice” which is available from the website.

We need your consent on how we contact you.

By signing this form, you are confirming that you are consenting to Sutton Time Bank holding and processing your data for the following purposes.

(please tick all that apply – please note – if you do not consent to the time bank contacting you via any of these options it may impact on the quality of the service the time bank can provide).

I consent to the time bank contacting me by - Post [ ]  Phone [ ]  Email [ ]

[ ]  To keep me informed about time bank news, events and activities.

[ ]  To keep me informed about my offers, requests and exchanges.

[ ]  To share my personal details (such as phone number and address) only when required as part of an exchange

[ ]  To include my details on the Timebanking software (TOL2) in order to process and record information on time exchange activities. You can find their privacy notice at <https://www.timebanking.org/about-tbuk/timebanking-uk-data-and-privacy-policy/>

[ ]  To share my details with Tempo (the providers of Time Credits), in order to receive Time Credits

[ ]  To share my personal details with Sutton Parish council, as they manage Sutton Time Bank

[ ]  We may use your name and photo in our newsletters, website, or our social media accounts

You can withdraw or change your consent at any time by contacting the council office. If you decide to leave the Time Bank, we will retain your information for 12 months and then it will be destroyed.

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| **I agree to abide by the above Standards of Care, and confirm that the information given on this form is correct to the best of my knowledge**  |
| Signature:  Print Name:  | Date:  |
| Signature of Parent/Guardian if under 18:  Print Name:  | Date:  |