Volunteer Data Collection Form(last reviewed May 2025)

**Why are we collecting this information?**The primary reason for collecting this data from all our station adoption volunteers is to ensure their safety while on our stations and premises. It is essential for our staff to know who is participating in activities at any given time. Additionally, the information within this form allows us to:

* Maintain an accurate record of all station adoption volunteers.
* Facilitate communication between staff and volunteers.
* Reissue identification cards and hi-vis vests as needed.

**How do we keep your data secure?**We take the security of your data very seriously. All information provided will be stored securely in our Tractivity platform and only accessed by authorised personnel. Your data will not be shared with third parties without your explicit consent. Your personal data will only be kept for the duration of your time as a station adopter.  If you agree to receiving stakeholder comms, we will keep your data to continue to send these to you after which it will be securely deleted.

**To find out more about how Chiltern Railways processes your personal data please visit** [**chilternrailways.co.uk/privacy**](https://www.chilternrailways.co.uk/privacy)**.**

**Consent**Having read the information above, I consent to Chiltern Railways processing my personal data as described.

|  |  |
| --- | --- |
| **Print Name** |  |
| **Signature** |  |
| **Date** |  |

**Personal Details**

|  |  |
| --- | --- |
| **First and Last Name** |  |
| **Email Address** |  |
| **Phone Number** |  |
| **Home Address** |  |

**Communications preferences**Are you happy for us to send you stakeholder communications, for example, relating to our future fleet and service plans, as well as latest updates on our community rail and station adoption activity across the network, via:

|  |  |
| --- | --- |
| **Email** | Yes / No |
| **Post** | Yes / No |

**Emergency Contact Details**

|  |  |
| --- | --- |
| **First and Last Name** |  |
| **Phone Number** |  |

**ID and Merchandise Details**

|  |  |
| --- | --- |
| **Profile image for ID cards**No older than 1 year |  |
| **Hi vis size** | Small / Medium / Large |

**Position Details**

|  |  |
| --- | --- |
| **Assigned station** |  |
| **Position in group**For example, Chair, Treasurer, or a general volunteer. |  |