



Derbyshire Cave Rescue Organisation

Registered Charity 1017362

Membership Secretary: Adam Henry - membershipsecretary@derbyshirecro.org.uk

Mobile +44 7927 067664

Application for Team Membership

Before completing and sending this form, please note that applicants wishing to join the team must either provide the name of an existing DCRO Core Team member who can vouch for their caving ability or arrange for a trip with some DCRO Core Team members who can then vouch for their caving ability (Please contact the membership secretary if you need to arrange a trip with Team Members membershipsecretary@derbyshirecro.org.uk). The name(s) of the DCRO member(s) should be filled in in the section entitled Sponsoring Members below. Please print off the Caving Competency Checklist / Sponsor form and give this to your Sponsor. The Sponsoring Member/s should complete this form and it should be submitted together with your application form.

DCRO insists that every application must be supported by a Sponsoring member of the Core Team, in addition our obligations for Governance as a Charity require us to take into consideration any information we might receive from relevant sources.

PLEASE USE BLOCK CAPITALS WHEN FILLING IN THIS FORM

Name:

Email: I am over the age of 18 years: Y / N

Mobile: Home: Work:

Address:

..... Postcode:

Work Location: Available from work: Y / N

Do you have a full set of caving equipment (Including lighting) Y / N Do you have your own transport? Y / N

EMERGENCY CONTACT DETAILS

Next of Kin: Relationship:

Address:

..... Postcode:

Mobile: Home: Work:

I understand and accept the risks and dangers of caving and cave rescue: Y / N

I have read and understood the section below detailing DCRO's use of my personal data, and agree to my data being used accordingly: Y / N

Applicants signature: Date:

Section 2

Name:

Email: Mobile:

Sponsoring DCRO Member/s: 1. 2.

Cave rescues can be extremely physically demanding - Please give details of any condition that might limit the duties you could be asked to perform on a rescue?

Brief details of caving experience:

Club membership (if any):

Details of any involvement with mountain/cave rescue/other emergency services:

First Aid Qualifications (previous & current):

Please list any other relevant skills or qualifications:

Please complete this form and send it to the membership secretary with your Caving Competency Checklist / Sponsor form and a passport style photograph of yourself (digital photos are acceptable). If you want a postal address please telephone or email the Membership Secretary.

Problems or questions? email: membershipsecretary@derbyshirecro.org.uk - Mobile +44 7927 067664

Once you have been accepted by the committee as a probationary member you will receive an induction pack which contains general information about DCRO and details of what is required of you as a team member. You will also receive details of how to log your training, which must be completed over a Minimum probationary period: 12 months. Maximum: 24 months. This must include attendance at an induction day.'

Derbyshire Cave Rescue Organisation and Your Personal Data

The following statement explains DCROs policy regarding the personal data which you provide when requesting to, or becoming a team member.

Our aim is to respect your privacy and comply with the Data Protection Act 1998 and the forthcoming General Data Protection Regulation (GDPR).

The Data Controller

DCRO is the Data Controller for any personal data you give to us. Our full details are: Address: Derbyshire Cave Rescue Organisation, Buxton Fire and Rescue Centre, Staden Lane, Buxton, Derbyshire SK17 9RZ.

Email: secretary@derbyshirecro.org.uk

Phone: 01663 746476

What we need

We collect the following information from you:

- Name
- Address
- Phone Number(s)
- Emails addresses(s)
- Medical information relevant to Cave Rescue
- Driving licence details (when a DCRO vehicle driver)
- Employment address
- First Aid and other qualifications
- Membership and operational status
- Next of Kin / Emergency contact

We produce and store:

- Training records
- Attendance records

Why we need it & what we do with it

This information is needed so that we can contact you to provide you with information on training and operational matters and to contact you in the event of a call out.

The information is used to create attendance and training logs which are required to provide evidence of competence and skills and as evidence for 3rd parties when requested and you are involved in a rescue.

This information is processed and stored on team members' computers and portable devices as well as on cloud services including Google Drive. This is to enable Controllers and Team Leaders to be able to have ready access to your contact details in the event of a rescue or incident. The members who have been provided with your data have been informed that the data is only to be used for DCRO operational purposes and of the care that they should take with your data and to ensure that they take reasonable precautions against its loss.

Who we will share it with

We share member's information with the following organisations and individuals on a routine basis to enable us to provide you with insurance and enable the operation on DCRO. We only share the minimum information required by each to enable them to provide the required services which are governed by a data sharing and processing agreement.

- Controllers, leaders and committee members of DCRO,
- British Cave Rescue Council,
- Peak District Mountain Rescue Organisation,

- Derbyshire Fire and Rescue Service,
- Derbyshire Constabulary,
- EMAS,
- HART,
- SARCALL

Where you have specialist skills or require specific training:

- Helicopter S&R (Bristow Group)

We will share your personal data in order to comply with a legal obligation.

DCRO will not sell, rent, or give your personal data to any other organisation or individual without your permission. **How long will we keep it:**

We will retain this information for as long as you are a member of DCRO and for as long as legally and operationally necessary after you have resigned from DCRO. A summary record of your membership will be retained in perpetuity unless you specifically request otherwise.

Upon your resignation we will inform the 3rd parties with whom we have shared your information at the next update we provide them. They will retain your data for as long as they are obliged for their operational and legal record keeping.

Protecting Your Personal Data

We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place reasonable and operationally realistic practices to protect the information we collect from you.

Your personal data will normally be stored and processed within the European Economic Area, where we need to transfer it outside of the European Economic Area we will take appropriate steps to protect your data.

Updates to this Policy

We keep our policies under regular review and we will inform you of any change.

This policy was last updated January 2018.

Your Rights

You are in control. You can object or withdraw your consent to the use of your personal data at any time. Though in some cases you may not be able to continue to be a member of DCRO where the information processing is required for membership. We will tell you if this is likely to be the case.

Subject to some legal exceptions, you have the right to:

- request a copy of the personal information DCRO holds about you;
- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability), for example to a different rescue organisation.

To learn more about these rights please see the [ICO website](#).

Please address any such requests to the DCRO Data Protection Officer through dataprotection@dcro.org.

If you are dissatisfied with our response you can complain to the [Information Commissioner's Office](#)

Information Commissioner's Office:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 - **Fax:** 01625 524 510