RIBBLE STEAM
RAILWAY AND MUSEUM

Working Member Combined Application Form

Forename		**Surname**	
Address		**Contact No.**	
		Email	
Postcode		**Date of Birth**	

At Ribble Steam Railway, we use a computer system known as HOPS (Heritage Operations Processing System) – to store volunteer information. If you have internet access and email, we can set up an account for you which will store your contact and emergency contact information, together with your interests & experience. When your account has been set up, you will receive an email validation and a new username & password. Please do log in & update your details in "My RSR Details" in the profile section

If you do not have internet access, please complete the following Emergency Contact information

Contact Name		**Relation**		**Contact no.**	
This emergency contact information only needs to be completed if you can't do this online					

All volunteers are required to hold a current membership of the society:

Membership Type	Cost	Duration
Adult	£20	Annual*

**Annual Membership runs from 1st January to 31st December each year.*

All volunteers will be asked to complete a separate Medical information form. This will be shared only with the head of department you are looking to commence your volunteering journey in. Please note that not all roles are suitable for everyone. If in doubt, discuss this during your induction meeting.

Please indicate which department(s) you are interested in joining to work within. Departments with current availability are shown on our website's volunteering page

Front of House	Shop Staff ☐	Cafe / Catering Staff ☐	Museum & Collection Development ☐	Event Organisation and Support ☐
Operations	Steam Crews ☐	Diesel Crew ☐	Guards ☐	
Engineering	Loco Maintenance ☐	Carriage Maintenance ☐	Track & Lineside Maintenance ☐	Buildings & Site Maintenance ☐

Please tell us about any criminal conviction you have that is not spent under the Rehabilitation of Offenders Act 1974. *This is unlikely to affect your capacity to volunteer.*

Date:		Conviction	

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General Data Protection Regulation - Consent Form for Membership Applications

With the implementation of The General Data Protection Regulation in May 2018, changes have occurred in how companies record, store and use individuals' personal data. As a result, at Ribble Steam Railway Ltd we have reviewed and amended some of our working practices.

As a company we need to collect and hold data about you to enable us to process your membership application. The GDPR law places a further (and new) obligation for us as an organisation to tell our members in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

Your consent is requested

We would like your consent so RSR Ltd / RR Ltd can communicate with you via email, telephone and post.* By agreeing to this, we will hold personal and special data about you as part of the membership application process.

*This data will not be shared externally.

Agreement to use my data

I hereby freely give Ribble Steam Railway Ltd consent to use and process my personal data relating to my membership application.

In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

I understand that if I am dissatisfied with how the company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk

Name: _____

Signature: _____

Date: _____

I confirm that, to the best of my knowledge, the information I have given on this form is correct. Please note this document is not an employment contract.

☐ I give consent for photographs of myself to be used in publicity

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Newsletter Preference

To minimise postage and printing costs, a pdf version of our newsletter can be emailed to you – if you'd prefer a printed copy which you can collect on volunteering days, otherwise we'll post a copy to you.

○ PDF Copy Via Email	○ Collect from site	○ Print and Post

Please email your completed application form to enquiries@ribblesteam.co.uk with "volunteer posts" in the subject line, or post to: Front of House Manager, Ribble Steam Railway, Chain Caul Road, Preston, PR2 2PD.

Office Use Only

Membership Number Allocated	User Added to HOPS	Membership Added to HOPS	Receipt / Order No.