

PORLOCK PARISH COUNCIL

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PORLOCK EMERGENCY RESPONSE AUTHORISED VOLUNTEER AGREEMENT

Thank you for agreeing to give your time, energy and skills freely to support this essential parish service. Volunteers are an essential and valued part of Porlock's Emergency Response. The real strength of Porlock is the people, like you, who have made a positive choice to help others in their community in their hour of need.

Registering as a volunteer, you will be covered by Porlock Parish Council's Public and Employers' Liability Insurance which treats registered emergency response authorised volunteers as employees for indemnity purposes. It covers third-party injury or property damage arising directly from the negligent acts or operations of the Council or its registered authorised volunteers.

Under the policy all volunteers are required to provide the following personal information and sign the below declaration.

Full Name:

Contact Number:

Emergency Contact:

Emergency Contact Number:

Pre-Existing Conditions and or Physical Limitations

Specific Non-Hazardous Skills (e.g., First Aid, Admin)

Declaration

"I confirm that I am volunteering to assist Porlock Parish Council with emergency response operations. I agree to operate strictly under the direction of the Council's designated Porlock Emergency Response Incident Officer, follow all safety instructions, and only undertake tasks for which I feel physically capable. I will not undertake any volunteering duties until I have received the appropriate safety briefing from my assigned Porlock emergency Response Team member. In accordance with insurance guidelines, I understand that I am strictly prohibited from using my own power tools or machinery, working at height, or entering flood waters. I also confirm that if I use my personal vehicle for any emergency task, I have verified that my personal motor insurance policy covers volunteer driving, as the Council's insurance does not cover volunteer vehicle use.

Volunteer Signature: _____ **Date:** _____

Handling of Personal Data

Porlock Parish Council is the data controller for the personal information provided on this form. We will use it only to administer the authorised volunteer scheme, confirm insurance arrangements, coordinate emergency response activities, support volunteer safety and contact your named emergency contact where necessary. Information about health conditions or physical limitations will be treated as confidential, access will be restricted to those who need it, and it will be shared only where necessary and proportionate for safety, insurance, legal or emergency-response purposes. We will store your information securely and retain it only for as long as required under the Council's records-retention arrangements, after which it will be securely deleted or destroyed. You may ask to access or correct your personal information, or raise a data-protection query, by contacting the Council at info@porlockparishcouncil.gov.uk. Further information about how the Council handles personal data and your rights is available in the Council's privacy notice.