**HUMBERSIDE OFFICE OF THE POLICE AND CRIME COMMISSIONER**

**SCRUTINY VOLUNTEER APPLICATION FORM**

**SECTION 1**

PLEASE NOTE THIS SECTION WILL BE REMOVED PRIOR TO SHORTLISTING

Please check the information about the role of Scrutiny Volunteer on our website before completing this application form.

Ensure you complete all sections and note that a Curriculum Vitae (CV) will not be accepted as an alternative.

**Please state your full name and title** -

**Your e-mail address** -

**Your contact telephone number** -

**Your current address (you must reside or be looking to reside in the Humberside Police area)**

**How long have you been at this address?**

**Have you ever been convicted of any offences punishable with imprisonment within the last five years, or have any criminal convictions? Please answer Yes or No (note that information provided will not necessarily disqualify you from becoming a Scrutiny Volunteer)** -

**If you answered yes, please give details as this information is a requirement in all applications but may not necessarily affect your application. Offences covers by the Rehabilitation of Offenders Act 1974 if spent need not be listed**.

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**SECTION 2**

There are five key questions that we would now like you to answer.

PLEASE NOTE THE FIVE QUESTIONS IN THIS SECTION WILL BE USED FOR SHORTLISTING

**Question 1**

**Which scrutiny role interests you the most?**

**Question 2**

**What made you choose that particular scrutiny role? (no more than 250 words)**

**Question 3**

**Why do you most want to be a Scrutiny Volunteer? (no more than 250 words)**

**Question 4**

**Have you ever undertaken a similar role? Please answer Yes or No. If yes, please tell us more (no more than 250 words)**

**Question 5**

**What skills, experience and qualities do you feel you would bring if appointed? (please include details of other voluntary work you have been involved with, in no more than 250 words)**

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**SECTION 3**

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Are you aware that we will take up two references if you are appointed? (Please answer Yes or No)

OUR ELIGIBILITY CRITERIA

The eligibility criteria for the role is as follows:

1. You must be 18 years or over and reside in the Humberside Police area.
2. You must be willing to undertake security vetting to an appropriate level for certain roles, and must disclose in your application form whether you have ever been convicted of any offences punishable with imprisonment within the last five years, or have any criminal convictions. This information is a requirement in all applications but may not necessarily affect your application.
3. You must be willing to serve for a minimum of two years (extendable to three years before re-application).
4. You must be willing to attend regular meetings throughout each year (usually between 4 to 6 meetings), be willing to undertake induction and other training as required, read information ahead of meetings and collectively help create reports as required.
5. You must not be a current serving Councillor within the Humberside Police area, a current police officer or member of police staff, or a member of the Office of the Police and Crime Commissioner. This is not an exhaustive list.

Do you understand the Eligibility Criteria? (Please answer Yes or No)

PRIVACY POLICY

**Our contact details**

Name: Officer of the Humberside Police and Crime Commissioner

Address: The Lawns, Harland Way, Cottingham, HU16 5SN

Phone Number:01482 220787 (answerphone)

E-mail: pcc@humberside.pnn.police.uk

 **The type of personal information we collect**

We collect the following personal data relating to your application:

* Contact Details (Name, Address, E-Mail Address, Telephone and/or Mobile Number)
* Employment history
* Qualifications

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you by applying for a vacancy.

We use the information that you have given us in order to process your application.

We may share your personal data with:

• Humberside Police and the Disclosure and Barring Service (DBS) for DBS and vetting checks, where required.

We will not normally share personal data with anyone else, but may do so where:

• There is an issue that puts the safety of our staff at risk.

• We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this.

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

• The prevention or detection of crime and/or fraud.

• The apprehension or prosecution of offenders.

• In connection with legal proceedings.

• Where the disclosure is required to satisfy our legal obligations.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

 **(b) We have a contractual obligation.**

**How we store your personal information**

Your information is securely stored.

Successful candidates’ data will be held under our Organisation’s Retention Policy, details of which will be made available upon any offer. Unsuccessful applicants’ data will be held securely for a period of six months from the date of application, whereupon it will be confidentially destroyed.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at pcc@humberside.pnn.police.uk if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at pcc@humberside.pnn.police.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

 Please now electronically sign and date this form.

Please return your completed Application Form to PCC@humberside.pnn.police.uk or post to OPCC Humberside, The Lawns, Harland Way, Cottingham, HU16 5SN.

Please also use the above contact method or telephone our office on (01482) 220787 in normal office hours if you require any further information or assistance.

Please also complete our Monitoring Questionnaire which accompanies this document.