



APPLICATION TO BECOME A
VOLUNTEER
With Mid-Downs Radio

CONFIDENTIAL
Mid-Downs Hospital Radio

Please complete this application electronically and email to membership@mdr.org.uk

PERSONAL DETAILS:

Title:			
Surname:		First Name:	
Address:		Town:	
Post Code:			
Under 18?	<input type="checkbox"/> Check for 'Yes'	Over 60?	<input type="checkbox"/> Check for 'Yes'

CONTACT DETAILS

Mobile:		Other	
E Mail:			
How did you hear about us?			

EMERGENCY CONTACT DETAILS

Name:			
Mobile:		Other:	
Email:			

YOUR AVAILABILITY

	MORNING	AFTERNOON	EVENING
Monday:	<input type="checkbox"/> Check for 'Yes'	<input type="checkbox"/> Check for 'Yes'	<input type="checkbox"/> Check for 'Yes'
Tuesday:	<input type="checkbox"/> Check for 'Yes'	<input type="checkbox"/> Check for 'Yes'	<input type="checkbox"/> Check for 'Yes'
Wednesday:	<input type="checkbox"/> Check for 'Yes'	<input type="checkbox"/> Check for 'Yes'	<input type="checkbox"/> Check for 'Yes'
Thursday:	<input type="checkbox"/> Check for 'Yes'	<input type="checkbox"/> Check for 'Yes'	<input type="checkbox"/> Check for 'Yes'
Friday:	<input type="checkbox"/> Check for 'Yes'	<input type="checkbox"/> Check for 'Yes'	<input type="checkbox"/> Check for 'Yes'
Saturday:	<input type="checkbox"/> Check for 'Yes'	<input type="checkbox"/> Check for 'Yes'	<input type="checkbox"/> Check for 'Yes'
Sunday:	<input type="checkbox"/> Check for 'Yes'	<input type="checkbox"/> Check for 'Yes'	<input type="checkbox"/> Check for 'Yes'



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REFEREES DETAILS:
Please provide details of two people who we can contact by email for a reference.
They should not be a family member. If you are employed, please give your employer as one of your referees.

	Referee 1	Referee 2
Title:		
Name:		
Mobile:		
E Mail:		

REHABILITATION OF OFFENDERS ACT 1974 (Exemptions Order 1975)

Have you ever been convicted, cautioned or bound-over in relation to a criminal offence? Yes No

If 'Yes', please give brief details	
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REHABILITATION OF OFFENDERS ACT 1974 (Exemptions Order 1975)

In order to protect the public, the position for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). This means you are not entitled to withhold information relating to any convictions you may have had even those which, in other circumstances, could be considered as "spent"

CONFIDENTIALITY:

I have been advised of the fact, and duly understand it to be a condition of my membership of Mid-Downs Radio, that all information in respect of patients, visitors and staff, which comes to my knowledge directly or indirectly during my tenure shall be treated as confidential and may not be discussed with or disclosed to any person, including the patient or patients concerned. I understand that a breach of this condition of my voluntary services would be regarded as gross misconduct and will result in disciplinary action (which may in an appropriate case result in immediate dismissal from the charity).

DATA PROTECTION:

My application for membership to Mid-Downs Radio provides my express consent to hold such personal data that allows the charity to fully function for the benefit of the membership, including names, address, telephone numbers and email addresses, under the UK General Data Protection Regulation (UK GDPR) and UK Data Protection Act 2018 (UK DPA 2018) 2021 Update.

I agree that Committee Members may contact me by the following methods

Email Txt Telephone Post (Please check ALL you are happy with)

Photos of my volunteering may be used by the charity for fund-raising and PR purposes

Yes, I agree No, I do not agree (Please check the appropriate box)

The UK GDPR is designed to give individuals better control over their personal data. Your data will be stored securely. When it is stored electronically, it will be kept in password protected files, when stored on paper it will be securely filed. When the charity no longer needs your data, or when you ask for your data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.

DECLARATION AND SIGNATURE:

I declare that the answers and statements given are complete and accurate to the best of my knowledge.

<input type="checkbox"/> Check for 'Yes'	
Name:	Date:



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HEALTH QUESTIONNAIRE

This is a requirement to identify if it is necessary to make adjustments to the working environment to help you fulfil your volunteer role and/or to work safely.

If you answer 'yes' to any question below, please give a brief description of the issue

Do you suffer from mobility Issues?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you suffer from any medical issues (physical or mental health) that means you cannot work alone?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you suffer from any medical issues (physical or mental health) that means you cannot operate electrical or mechanical equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you suffer from any medical condition that might make you a danger to yourself or others (e.g., epilepsy)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

DECLARATION AND SIGNATURE:

I declare that the answers and statements given about my health are complete and accurate, to the best of my

<input type="checkbox"/> Check for 'Yes'	
Name:	Date:

knowledge, and will advise Mid-Downs Hospital Radio if there is a change in my ability or capacity to volunteer.



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When your application has been received, we will contact you to arrange a meeting to discuss your involvement with Mid-Downs Hospital Radio.

When your application has been accepted, please note a membership subscription will become payable for the year you are joining.

**Membership runs from 1 April to 31 March.
New members joining after the 1 January will pay a subscription that will remain current until the 31 March the following year.**

**Annual membership subscription fee is £25.
£20 if over 60 years
£10 if under 18 years.**

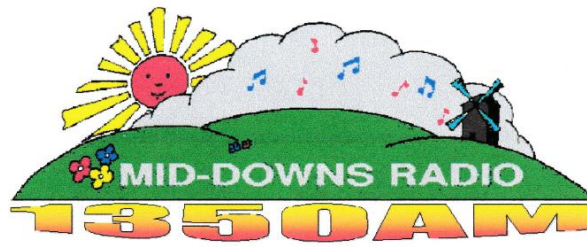
Payment will be required before any training or voluntary duties can commence.

Please make payment by BACS to:

**Payee: Mid Downs Radio
Bank: CAF Bank Ltd.
Sort code: 40-52-40
A/c no: 00008254**

Quoting your name as a reference.

**Thank you!
We look forward to having you on board with us**



Information for Mid-Downs Hospital Radio Membership Applicants

This paper is intended to answer most questions but is not a rule book! We are all volunteers with other commitments so time scales etc. are worked around individuals as far as possible.

History

The foundations for Mid-Downs Hospital Radio (MDR) were laid in 1976 with the creation of Radio Cuckfield, later renamed Hospital Radio Cuckfield. When that Hospital closed and services moved to the newly opened Princess Royal Hospital, the station's name was changed to Mid-Downs Hospital Radio.

With the closure of Colwell Radio at St Francis Hospital some of their members joined us. Since then, Mid-Downs Hospital Radio has grown and flourished, now boasting two high tech studios and "live" presenter-based programmes, broadcasting 24 hours a day, 365 days of the year, on 1350AM, the internet and via the Hospedia bedside entertainment system. Mid-Downs Radio covers the whole of the Princess Royal Hospital Complex.

The Organisation

MDR is a registered charity (No 279077) and has a constitution and rules approved by the Charity Commission. All MDR members are unpaid volunteers and the station does not employ any full-time staff.

There is a committee elected annually from within the membership consisting of the Chairman, Secretary, Treasurer and Other officers who assume various responsibilities. These include Vice Chairman, Fund Raising, Membership, Production, Technical, etc. These officers seek support from the membership and may create small subcommittees for specific projects.

Visiting Mid-Downs Hospital Radio

Once we have received your completed application form you will be invited to visit MDR to learn more about the Radio Station and the important contribution the Volunteers make to the Charity and the NHS Trust. There are various jobs which keep the Charity functioning, not only presenting programmes. Fund-raising is most important, as is technical support, programme production, promotional events and marketing, all to keep the station on air. This visit will help you make some informed decisions about your future as a volunteer with MDR and to ask any questions.

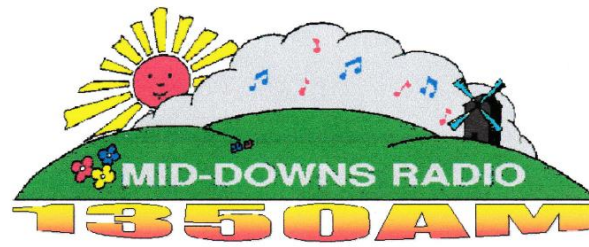
Paperwork

The Membership Secretary will obtain two references, your completed membership application Form, and your membership fee, together with a completed Gift Aid form, if appropriate. Once all documentation is in place you will be asked to interview with two committee members and you will be able to start getting involved with the Charity.

Please read the Mid-Downs Hospital Radio - Data Protection Policy in [Appendix 1](#)

Subscription

Annual membership is GBP 25.00 renewable by 31 March. If you join after the 1st October the membership is reduced to GBP 10.00.



Communication

The main channel is email, but hardcopy is posted to members without email. It is important that members feel free to speak to anyone in MDR if they have questions, concerns and ideas. Never assume that someone else has said it already or nothing changes!

Presenters

Those aspiring to be a radio presenter will be asked to attend the studio and link up with an experienced presenter who is an MDR Trainer. During that time, you will learn about radio presenting and the technical side of the mixing desk and computers. Training usually comprises once a week for 2 hours. The duration of the training is dependent on aptitude, previous experience and speed of learning. As this is very labour intensive, and may require the Trainer to give up their own show throughout the training process, it is important that trainees are able to make a definite commitment to re-invest their time back into MDR in exchange for this training. During the training you will be expected to attend at least two fund raising events. At the end of this period, and subject to a satisfactory assessment, you will be allocated a broadcast slot for your show.

Outside Events

MDR are the proud owners of an Outside Events Unit (OEU), kitted out with hi-tech equipment which allows us to provide a PA system, to present live shows and to broadcast to and from the studio. This is available for hire (staffed by MDR members) so is a major source of funds and a good PR tool.

Fund Raising

MDR is totally self-funded, and Keeping the Station on air is an expensive task in both time and money.

All members are encouraged to help with fund-raising, and attend and participate in MDR's fund-raising events. Keeping the Station on air is an expensive task in both time and money.

Hospital Etiquette

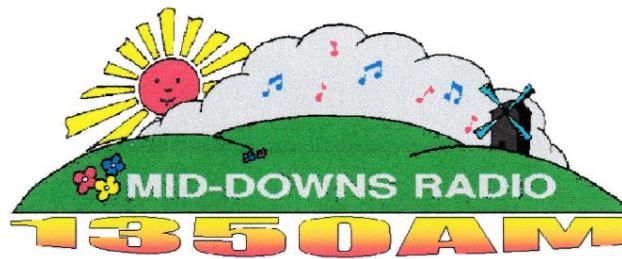
Everyone working in the hospital, whether paid or voluntary, must follow the current rules, regulations and restrictions deemed necessary by the University Hospitals Sussex NHS Foundation Trust (UHSussex), and wear their NHS Trust ID. The process to obtain one will be explained to you when required.

Car Parking

MDR Presenters are granted a parking permit in the Staff Car Parks on acceptance of a completed Parking Application Form.

Facilities

There are toilets on the 1st floor near the Studios and a canteen on the top floor. Access to the first floor is by stairs or lifts.



Appendix 1

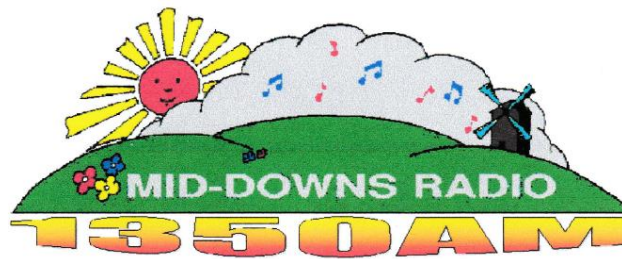
Mid-Downs Hospital Radio - Data Protection Policy

1) Introduction

1. Mid Downs Hospital Radio is a small registered non-profit making charity which employs no staff and has members who undertake different roles as volunteers in respect of the station's day to day activities. The station is managed by an Executive Committee (who are also Trustees) under the powers set out in paragraph D of the constitution and are elected annually. The Executive Committee acts as the Data Controller for the purposes of ensuring compliance with the MDR data protection policy
2. Mid-Downs Hospital Radio has a data protection policy which is reviewed regularly. In order to uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.
3. These procedures cover the main, ways we collect and use personal data. We may from time to time collect and use data in ways not covered here, though in all cases, we will ensure our Data Protection Policy is upheld.
4. In implementing this policy, we will always take into account the guidance issued by the Information Commissioner's Office

2) General procedures

1. Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third-party website (e.g. Google Drive) we will ensure the third party comply with the UK GDPR. When it is stored on paper it will be filed carefully in a secure place.
2. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers and other digital media, and that paper data is shredded.
3. We treat membership application forms as records of consent given for us to collect, use and store the data. Where an individual is successful in applying for membership of Mid-Downs Radio, these records will be stored securely. If the membership application is unsuccessful the records will be erased and/or destroyed securely.
4. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
5. We will endeavour to avoid data breaches. In the event of a data breach occurring, those subject to the breach should first contact the Chair of the Executive Committee with details, who will then ask a designated member(s) of the Committee to investigate and endeavour to rectify the breach. We will always evaluate our processes and understand how to avoid it happening again.
6. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.
7. To uphold this policy, we will maintain this set of data protection procedures for our committee and volunteers to follow.



3) Mailing list

1. We will maintain mailing lists for different purposes. This will include the names and contact details of people who wish to receive, information, publicity, and fundraising appeals from Mid-Downs Radio.
2. When people sign up to the list, we will explain how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time. We will ask them to give separate consent to receive publicity and fundraising messages, and will only send them messages which they have expressly consented to receive.
3. We will not use the mailing list in any way that the individuals on it have not explicitly consented to.
4. We will provide information about how to be removed from the list with every mailing.
5. The mailing lists will be held internally by Mid-Downs Radio. We will not use mailing list providers.

4) Contacting Members and Volunteers

1. People volunteer for Mid-Downs Radio in a number of ways.
2. We will maintain a list of contact details of our recent members and volunteers. We will share volunteering opportunities and requests for help with the people on this list.
3. People will be removed from the list if they have not volunteered for the group for 12 months, and they can ask to have their details deleted or amended at any time by contacting us.
4. To allow volunteers to work together to organise for the group, it is sometimes necessary to share volunteer contact details with other volunteers. We will only do this with explicit consent.

5) Contacting Executive committee members

1. The Executive committee need to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.
2. Committee contact details will be shared among the committee by consent
3. Committee members will not share each other's contact details with anyone outside of the committee, or use them for anything other than Mid-Downs Radio business, without explicit consent.

6) Review

These procedures will be reviewed every two years

Date of Approval by the MDR Executive Committee.....16 June 2022.

Signature by the Chair on behalf of the Committee.....Wendy Swinton-Eagle.