



Neighbourhood Watch Scheme Co-ordinator Application Form

All applicants wishing to become a Scheme Co-ordinator are required to complete this form as well as read, sign and return the accompanying **DaCCWA Ethics & Standards** and **Data Protection Guidance** form. All applications must also be supported by someone who knows you personally. Please see accompanying guidance notes.

Thank you for volunteering to help your community.

Name and location of your new Scheme	
No. of Households	

I confirm that I would like to register to become the Co-ordinator for the above NHW Scheme and that I have also read, understood and accept **DaCCWA's Ethics & Standards** and **Data Protection Guidance**.

1. Your Details							
Title and First Name/s							
Surname							
Address							
Post Code							
Home Tel No.				Mobile Tel No.			
Email Address							
Age Group (please tick)	Under 30	<input type="checkbox"/>	30 - 50	<input type="checkbox"/>	50 - 70	<input type="checkbox"/>	Over 70
2. Criminal Record - Have you ever been convicted of an offence or received formal cautions by police for an offence? (delete answer that is not applicable)			YES		NO		
If you answered YES, please provide summary details on a separate sheet as this doesn't necessarily mean you cannot become a Scheme Co-ordinator. This information will only be used as part of your application and will be deleted upon completion.							
3. Application Support	Name				Signature		
	Address/Tel No				Profession		
4. Declaration							
I hereby declare that the information I have given in this application is true to the best of my knowledge and belief.							
Signature of Applicant: Date:							
Please note: Devon and Cornwall Community Watch Association retains the right to reject any application.							

The information on this form will be held in a file for the duration of your service with DaCCWA. In line with GDPR rulings, all information supplied will only be used in relation to setting up and running a Neighbourhood Watch Scheme. If, in the future, you wish to update these details or have your data removed from our records, please contact DaCCWA Head Office via daccwa@devonandcornwall.pnn.police.uk.

Local Watch Office Use ONLY:

Date received:	Date verified:
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DaCCWA Ethics & Standards and Data Protection Guidance

As a Neighbourhood Watch (NHW) Scheme Co-ordinator you and your scheme will be automatically registered and affiliated to the Devon and Cornwall Community Watch Association (DaCCWA) which is the umbrella organisation for all Community Watches across Devon and Cornwall. To enable you to join the DaCCWA family of Community Watches, we would ask you to read and understand the key points below first before signing and returning this form with your DaCCWA Application Form.

Ethics & Standards

As a Scheme Co-ordinator, I understand that I will hold a position of trust within my community and will be involved in a variety of tasks relating to the support and administration of NHW in my area including acting as the link between NHW members in my scheme and my local Neighbourhood Policing Team.

In my role I will receive information from the public and police, and will ensure that all information received is logged or actioned in the appropriate manner. I will also have a responsibility to ensure that I respect individual circumstances in regard to any information disclosed to me by anyone and that confidentiality is maintained at all times.

DaCCWA's full Ethics & Standards document can be found at www.daccwa.org.

Data Protection Guidance

The Data Protection Act 1998 places a personal legal liability on those who hold or use personal information about living individuals on information storage systems. As a DaCCWA NHW Scheme Co-ordinator, I have a responsibility to restrict access to and disclosure from such sources.

Specifically:

- I will remember that much of what I see and hear whilst conducting NHW business is confidential and I should not talk about what I see or hear outside the NHW/police environment.
- I will only release personal or any other information that I have been told I could release and only release it in accordance with the instructions I have been given.
- I will not use any information that comes to my notice whilst I am conducting NHW business, for any other purpose. If I do, I understand that I may be committing a criminal offence for which I am personally responsible for.

I understand that all of my actions must be for the benefit of my community and if this is found to not be the case then DaCCWA has the authority to suspend my membership and undertake any required investigations as outlined in its Member Behaviour Investigation Protocol.

Signature	
Full Name	
Date	