



Peter Davidson-Smith

Dear

At a recent league of friends meeting it was agreed that all personal records of volunteers are reviewed and updated to ensure details held by the league were current. As part of this review the trolley shop and the radio staff who apply to the league will complete a new style application form.

The league of friends records of it's current volunteers has become out of date and records show that some members have telephone no's which have changed etc, next of kin contact no's are either missing, or have not been provided.

We would like to bring our records up to date, so that if any need arises we know how to contact you or your relatives correctly. In addition, information about your car registration needs to be verified and also your availability to cover different days etc.

A new application form has been issued as a method of updating our records. We would ask you complete one of the forms (first side only) and return it to me ASAP. Even if you feel your details or personal circumstances have not changed we would be grateful if you could complete a form.

The information you supply is not passed onto any person without your permission. A copy of your details can be requested at any time in writing and this would be posted to your home address. Access to the information is limited to contact details for the staff co-ordinator & team-leader for operational purposes only. All other information is held by the league secretary.

This review of staff records then brings together a uniformed record of all volunteers who help the league be they on the radio or the trolley shop.

If you have any questions or you are concerned about any issues: Please don't hesitate to give me a call.

*League Correspondence Secretary*  
*Peter Davidson-Smith 30.07.98*

***If any of your personal details change for any reason: Please ask for another form to fill in.  
This will ensure our contact records are up to date, at all times.***

