



CHARITY NO:1088591 COMPANY NUMBER:4236414

Data Protection

Because the Journey of a Lifetime Trust (JoLt) has to handle and process both personal data and sensitive personal data, we are required by the Data Protection Act 1998 to bring the following to your attention. If you prefer that we do not process your and your nominee's personal data or sensitive personal data, please let JoLt know immediately. On receipt of your written request, we will cease to process the appropriate data. However this is likely to have an impact on our ability to fully consider the nomination.

The process we use is as follows:

Each nomination is checked to see that it is complete and one request is sent out for any missing documentation.

Information given on the nomination form is then recorded on a data spread sheet.

All the nomination papers are copied and sent to four independent assessors.

Where necessary, further information might be required by the assessors and we will come back to you or to the people whose contact details are contained on the nomination papers for further information.

If the young person has a health problem, the JoLt doctors are consulted. The JoLt doctors may come back for further information. They may ask if they can contact the young person's GP or consultant.

About six weeks after the closing date for nominations, the four independent assessors select approximately 60 youngsters who will be invited for interview during February 2014 in Harrow.

At this stage we might come back to you or to the people whose contact details are included in the nomination papers for further information.

A copy of all the information we have on each of those invited to interview is sent to the relevant interviewers and a very short paragraph on each candidate is given to the remaining interviewers.

During the interview process we will ask for further information including the completion of a medical questionnaire.

A written record is kept of additional information and some of this information may be recorded electronically.

Copies of the interviewers' notes are kept.

If your nominee is not selected to come on JoLt' 14 and is not on the reserve list, and once processing is complete for administrative purposes, all papers on your nominee will be destroyed within 6 months of the end of the process unless we suggest that the nominee reapplies when he/she is older.

If your nominee is selected to go on JoLt' 14, your nominee and/or his/her parents or legal guardians will be informed of how JoLt continues to deal with personal data and sensitive personal data.

By signing the nomination form and returning it to JoLt you (the first adult nominating) give explicit consent to JoLt to process the personal and sensitive personal data you have disclosed or which we acquire from any individual or organisation to which we have applied for information relating to you, the nominee and any third party. You must therefore obtain the consent of any third party whose data or sensitive personal data is included in the nomination documentation.



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TO WHOM IT MAY CONCERN

I,, have been nominated to go on an expedition with a charity called the Journey of a Lifetime Trust (JoLt). JoLt is a UK-based charity that takes physically, medically, socially or emotionally disadvantaged youngsters on a challenging “Journey of a Lifetime”.

JoLt is run on a totally voluntary basis. For the past 30 years, this charity has been taking disabled or disadvantaged young people on month-long expeditions. JoLt has been organising expeditions every two years since 1983. Destinations include: the Silk Road from Beijing to Islamabad, the route of the Gold Rush from Los Angeles to Alaska, the Australian outback, throughout South America, and more besides. (If you would like to read more about JoLt you can look at the charity website www.jolttrust.org.uk)

Each JoLt expedition has eight leaders which usually includes two medics (either two doctors or a doctor and nurse). As the charity takes youngsters with varying medical, physical and emotional conditions it is sometimes necessary to enquire about these before making final decisions about which candidates to invite to interview or to offer final places on the expedition. This may mean that the JoLt doctor or the senior expedition leader will contact you to gain more information about my medical, physical or emotional state.

The people likely to contact you are:

- Andy Lowe, Senior Expedition Leader
- Dr Olivia Hussey, Deputy Senior Leader

I hereby give my consent for them to contact you and to obtain information about my health from you.

Name (capital letters).....

Signature Date.....

Parent/guardian’s name (if nominee under 18).....

Parent/guardian’s signature (if nominee under 18).....

Relationship to nominee

Please forward a signed copy of this form to the youngster’s GP/consultant, counsellor/therapist and send a photocopy to JoLt with the nomination papers