

### CONTACT DETAILS:

When filling in the form overleaf it is important to note that you should write in **BLOCK CAPITALS** and that your writing is legible. It is vital that your postcode, telephone number, any fax or e-mail is clear.

The Community Messaging Service is designed to send messages that are beneficial to a wide variety of people. Therefore, to ensure that you receive the type of messages appropriate to your needs, we require specific information about yourself. The 'about yourself' section of the contact details is for you to provide us with this information. The information is broken down into 'watch' and 'additional info'.

The watch corresponds to one of the following categories of watch: Animal Watch, Business Watch, Eating Establishments, General Public, Local Alerts, Places of Worship, Health Watch, Holiday Watch, Leisure Facilities, Licensed Premises, School Watch, Shop Watch, Vehicle Watch and Vulnerable/Elderly.

Each of these watches have several sub-groupings, to ensure that you are associated with the most appropriate grouping, the 'additional info' box is supplied.

- |  |  |
|--|--|
| Examples: (1) 'Watch' = General Public | 'Additional Info' = Neighbourhood Watch Co-ordinator, covering 5 houses. |
| (2) 'Watch' = Eating Establishments    | 'Additional Info' = Indian Restaurant (Licensed), with take away.        |
| (3) 'Watch' = Shop Watch               | 'Additional Info' = Post Office, with local store attached.              |
| (4) 'Watch' = Animal Watch             | 'Additional Info' = Farm. Also offer B&B accommodation and have horses.  |

N.B. If you are unsure which 'Watch' to state, then please give as much information as you can in the 'Additional Info' box.

### WHEN DO YOU WANT US TO CALL?

It is important for you to let us know when it is OK to call you. During the week we will contact you on the telephone number provided in the contact details section. If you wish to be contacted on a different number at the weekend then please use the box provided. If possible indicate all times using the 24-hour clock.

- Examples: (1) Earliest: 0900. Latest: 2300.  
 (2) Earliest: 0930. Latest: 2000. Weekend different phone: Earliest: 1000 Latest: 1300  
 (3) Earliest: 0930 – 1300. Latest: 1400 – 1700. This indicates a lunch break or other period when you cannot be contacted.

### AUTHORISATION:

#### Watch Personal Data Handling Statement

1. The Devon and Cornwall Constabulary holds the personal data of certain members of Watches, such as scheme co-ordinators, on a computer database. This personal data consists of the details listed overleaf.
2. The personal data will be used by the police for: *Preventing and detecting crime; and giving assistance to Watches in accordance with Force policies and procedures.*
3. The data will be passed to: *Police personnel for the purposes described at 2 above, within the terms of the Devon & Cornwall Constabulary's notification with the Office of the Information Commissioner; The Police recognised Community Watch Association for your area, if it is legitimately permitted to hold personal data for the purposes of providing support to Watches, Statutory Partners under the Crime and Disorder Act 1998 and other partner agencies for the purposes as describes at 2 above.*
4. The data may be passed to: *The National NHW Association, trained volunteers, Watch Support Groups or Associations, not holding separate Data Protection Notifications, whilst working in partnership with the Police, in police premises for the purposes described at 2 above; Householders within the boundaries of your scheme or co-ordinators from schemes immediately adjacent to yours. The Devon and Cornwall Constabulary will not, however, divulge any personal data where there is a doubt about the validity of the enquirer. Under these circumstances, persons seeking to contact a Watch Scheme will have their name, address and telephone number taken and then passed on to the relevant co-ordinator for them to make contact with the enquirer direct.*
5. Once placed onto the database, the personal data can only be accessed by authorised users of the system. Computers are password protected and situated in police stations.
6. The database is updated as and when inaccuracies are identified in the course of ongoing liaison, and in any case will be subject to an audit at least every year.
7. Nothing contained in the Statement affects any local agreements where scheme co-ordinators or others have entered into agreements, which make their personal data more widely available.
8. Personal details will not be disclosed to any commercial organisation without the prior consent of the individual concerned.

#### Protection of Personal Data

The unauthorised use or disclosure of personal data is a criminal offence under the Data Protection Act 1998 and the Computer Misuse Act 1990.

# let's talk

Stock Code: SF780



### WE NEED YOUR HELP

We need your help to make your community a safer place. By taking a few moments to fill out a simple form you can help to drive down crime.

### WHAT IS COMMUNITY MESSAGING?

Information from the public is our best weapon in the fight against crime.

Many crimes have been solved because people have responded to police appeals for information. Whether you are part of a Community Watch scheme, or a member of the public, your help is invaluable to us. You are our eyes and ears and we need you to make our community a safer place.

Now thanks to a computer messaging system we have a way of contacting you quickly and easily to ask you for your help to prevent or solve a crime.

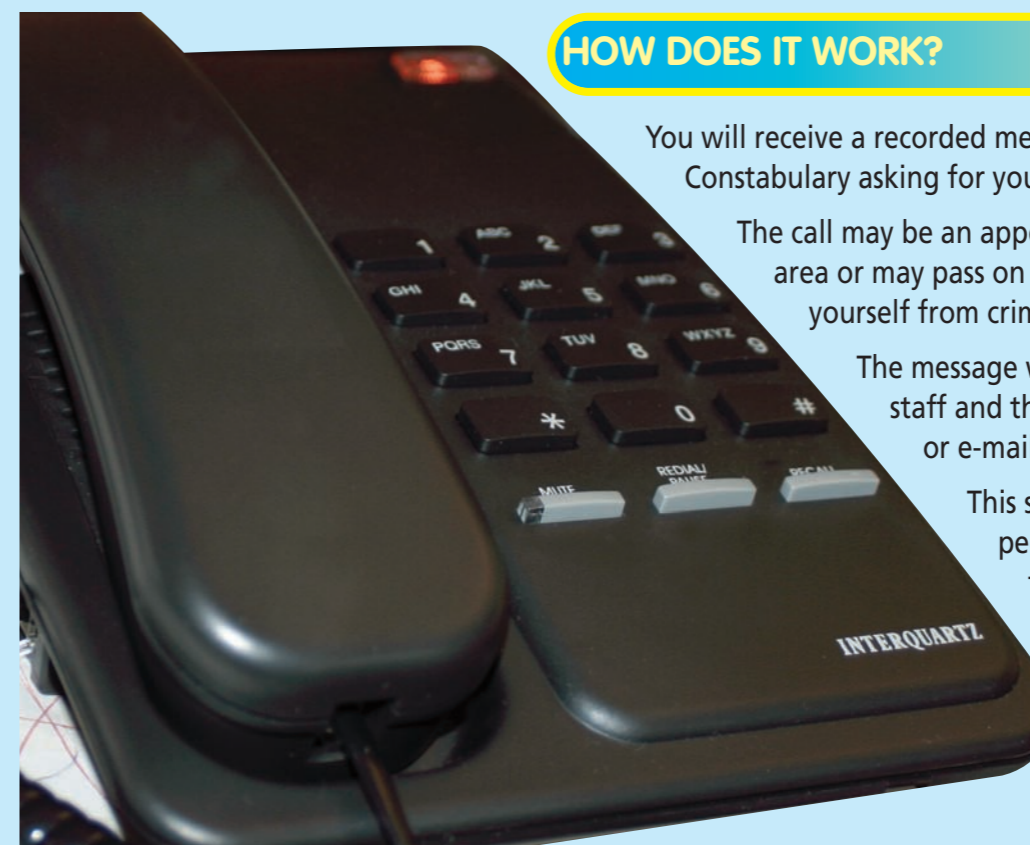
### HOW DOES IT WORK?

You will receive a recorded message from Devon & Cornwall Constabulary asking for your help.

The call may be an appeal about a particular crime in your area or may pass on information to help you protect yourself from crime.

The message will be recorded by a member of police staff and then broadcast to you via telephone, fax or e-mail.

This system allows us to contact many people quickly and efficiently, freeing up police officers to make other important enquiries.



DEVON & CORNWALL  
CONSTABULARY

Building safer communities together

### WHAT IF I AM UNABLE TO ANSWER THE PHONE?

You can choose the best time of day for us to call so for instance if you are working during the day you can ask us to call you in the evening.

If there is no answer, the computer will try to reach you later and will call your number several times before giving up.

It may also be possible for us to leave the message on your answerphone.

### WHAT HAPPENS WHEN I GET A MESSAGE?

Keep a pen and paper handy by the telephone in case you want to jot down a few notes.

The message will always begin: "This is the Devon & Cornwall Constabulary..."

Don't worry if you miss the message as some messages may be repeated and if you have any concerns you can always call us.

### WHAT IF I HAVE INFORMATION?

The message will give you a reference number and tell you how to get in touch if you can help. Please use this reference number and quote 'CMS' to enable our staff to respond to your information efficiently.

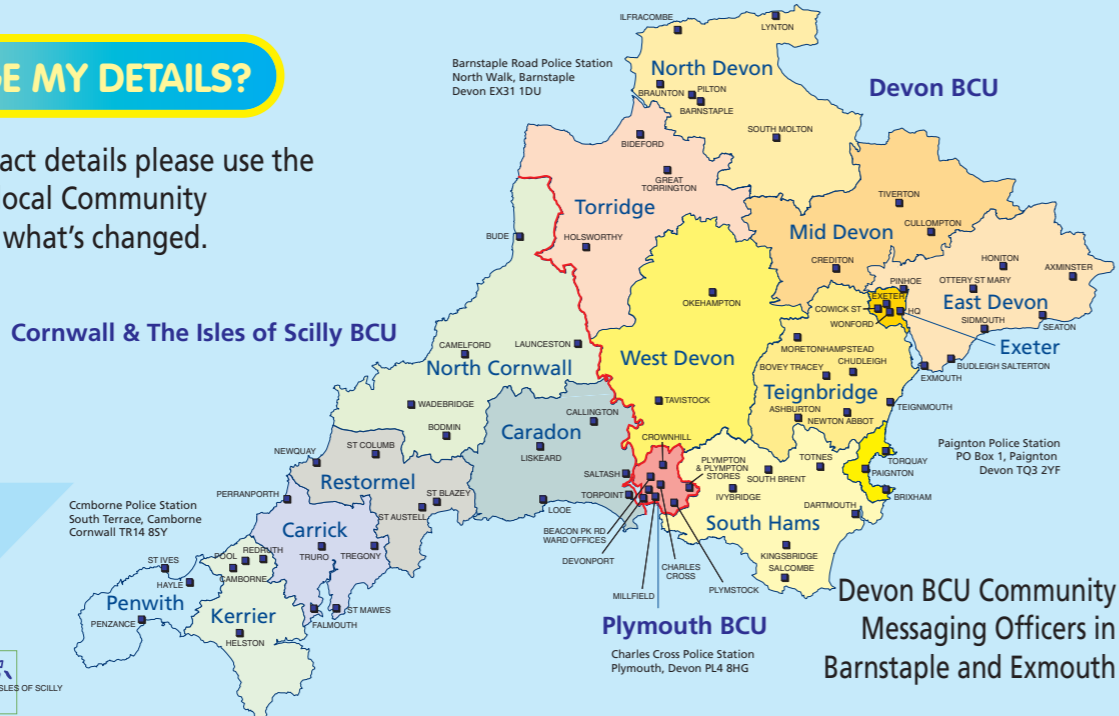
### WHAT DO I DO NOW?

If you want to help, please give us your consent to place your details on our computer system by filling out the form opposite. Registration is free of charge.



### WHAT IF I CHANGE MY DETAILS?

If you change your contact details please use the form below to let your local Community Messaging Office know what's changed.



PREVIOUS DETAILS	NEW/CHANGED DETAILS
Telephone:	
Address:	
Postcode:	
Telephone:	
Fax:	
E-mail:	

## DEVON & CORNWALL CONSTABULARY

## COMMUNITY WATCH REGISTRATION FORM

Thank you for agreeing to participate in a Community Watch Scheme. Please complete the details below in **BLOCK CAPITALS** and return to your local Community Messaging Office at the address opposite. See the notes overleaf for help in filling out this form.

### CONTACT DETAILS:

Title:	First names:	Last name/family name:
Flat no. or house name/business name:		
House no. and street:		
Area/village:		
Postal town/city:	County:	Postcode:
Tel.:	Ex-dir: <input type="radio"/> Yes <input type="radio"/> No	Answerphone: <input type="radio"/> Yes <input type="radio"/> No
Fax:	E-mail:	

### ABOUT YOURSELF:

Watchescheme/role:	
Nature of business/additional info:	
Contact preference:	<input type="radio"/> Telephone <input type="radio"/> Fax <input type="radio"/> E-mail

### WHEN DO YOU WANT US TO CALL?

#### WEEKDAYS (MON-FRI)

EARLIEST time of day you want us to call:	
LATEST time of day you want us to call:	

#### WEEKENDS (SAT-SUN)

Tel. (if different from weekdays):	Answerphone: <input type="radio"/> Yes <input type="radio"/> No
EARLIEST time of day you want us to call:	
LATEST time of day you want us to call:	

### AUTHORISATION

- I, the undersigned, am over 18 and give the Devon & Cornwall Constabulary authority to place my details on a computerised database.
- I understand that the system is notified under the Data Protection Act, and that my rights are protected.
- I understand that my details may be supplied to a third party but only in accordance with the Watch Personal Data Handling Statement (see over) which I have read.
- I also agree to keep my local Community Messaging Office informed of changes to my contact details by use of the form opposite.

Signed: ..... Date: .....

### FOR OFFICE USE ONLY

Beat:	Sector:	Date entered:
URN:	AE Screen:	