



## **CALLING ALL KNITTERS to knit smoothie hats 'BIG KNIT 2020-2021'**

**Age UK Staffordshire receives 25p for every knitted smoothie hat that we receive and our target for our 2 year campaign is an amazing 65,000 hats.**

**For more information please ring our Burslem Office on:**

**01782 200729** (If there is no answer then please leave a message and we will get back to you as soon as it is possible, this may take a few days).

***[www.ageuk.org.uk/staffordshire/](http://www.ageuk.org.uk/staffordshire/)***

***Tel: 01782 200729 email: [Big.Knit@ageukstaffordshire.org.uk](mailto:Big.Knit@ageukstaffordshire.org.uk)***

***Please follow us on our Age UK Staffordshire Facebook Page***

**We are grateful for every hat we receive and could not do it without you!**

**P.T.O. for details of where to drop off your smoothie hats.**

**For additional patterns please visit <http://www.thebigknit.co.uk/hats-amazing>**

## **Please drop your smoothie hats off at the following locations**

**Age UK Staffordshire, Unit 1 Burslem Enterprise Centre, Moorland Road, Burslem,**

**Stoke On Trent, ST6 1JQ**

**(opening hours 9am—4pm Monday to Friday)**

**Age UK Staffordshire Charity Shop, 59 The Strand, Longton, Stoke On Trent, ST3 2NS**

**(opening hours 9am—4pm Monday to Saturday)**

**Age UK Staffordshire, Voluntary Service Centre, Union Street, Burton on Trent, DE14 1AA**

**(opening hours 9am—3pm Monday to Friday)**

**Age UK Staffordshire, The Roller Mill, Teddesley Road, Penkridge, ST19 5BD**

**(opening hours 9am—4pm Monday to Friday)**

**Age UK Staffordshire, Wombourne Day Opportunities, Orton Meadows, 91 Orton Lane,**

**Lower Penn, WV4 4XA**

**(opening hours 9am—4pm Monday to Friday)**

**Age UK Staffordshire, Sir Julian House, 258 Walsall Road, Bridgtown, Cannock, WS11 0JL**

**(opening hours 9am—4pm, Monday to Friday)**

**Age UK Staffordshire, Victoria House, Cygnet Drive (off Lichfield Road) Tamworth,**

**Staffordshire, B79 7RU**

**(opening hours 9am –4pm, Tuesday, Wednesday and Thursday)**

**Age UK Staffordshire, Whittington Cricket Club, The Pavillion, Vicarage Lane, Whittington,**

**WS14 9LQ**

**(opening hours 9am—4pm, Tuesday and Friday)**

# simple bobble hat

beginner pattern by Juliet Bernard

**Yarn:** Yellow and white

**Needles:** 4mm

## Hat

Cast on 31 sts in yellow

Knit two rows

Beginning with a knit row work 12 rows in st st

Next row: k2tog to last st, k1 (16sts)

Next row: purl

Next row: k2tog to end (8sts)

Cut the yarn leaving approx 10cm length. Thread this through a sewing needle and bring through stitches and pull up to tighten.

## Making up

Use a sewing needle to join side seams.

Make a pompom in white and sew securely to top of the hat.



Abbreviations: St(s) - stitch(es) | st st - stocking stitch | k2tog - knit two together



Age UK is a registered charity (number 1128267)

# stripe hat

beginner pattern by Juliet Bernard

**Yarn:** Blue and white DK

**Needles:** 4mm

## Hat

Cast on 31 sts in blue

Knit two rows (garter st)

Change to white and beginning with a knit row continue in st st as follows

2 rows white, 2 rows blue, 2 rows white, 2 rows blue, 2 rows white, 2 rows blue.

Continue in blue

Next row: k2tog to last st, k1 (16sts)

Next row: purl

Next row: k2tog to end (8sts)

Cut the yarn leaving approx 10cm length. Thread this through a sewing needle and bring through stitches and pull up to tighten.

## Making up

Use a sewing needle to join side seams.

Make a pompom in blue and white and sew securely to top of the hat.



Abbreviations: St(st) - stitch(es) | st st - stocking stitch | k2tog - knit two together

## **Age UK Staffordshire—The Big Knit Contact Details Form**

**IT IS ESSENTIAL THAT YOU FILL IN THIS FORM AND RETURN IT TO US TOGETHER WITH THE SIGNED PRIVACY NOTICE. This is so that we can continue to contact you about the Big Knit. Please return this form to:**

**F.A.O Jenny Bell, Big Knit Co-ordinator, Age UK Staffordshire, Age UK Staffordshire, Unit 1 Burslem Enterprise Centre, Moorland Road, Burslem, Stoke On Trent, ST6 1JQ**

<b>Surname:</b>	<b>Forename:</b>
<b>Title:</b>	<b>Address:</b>
<b>Postcode:</b>	<b>Telephone No:</b>

**Registered charity number 1070553. Company number 3582208.**

**VAT registration number 642 827 625**

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***[www.ageuk.org.uk/staffordshire/](http://www.ageuk.org.uk/staffordshire/)***

***Tel: 01782 200729***

***Email: [Big.Knit@ageukstaffordshire.org.uk](mailto:Big.Knit@ageukstaffordshire.org.uk)***

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TOGETHER WITH THE BIG KNIT CONTACT DETAILS FORM.**

This is so we can continue to contact you about the Big Knit. Please return this form to:  
Age UK Staffordshire, **Age UK Staffordshire, Unit 1 Burslem Enterprise Centre, Moorland  
Road, Burslem, Stoke On Trent, ST6 1JQ**

**PRIVACY NOTICE – BIG KNIT (October 2019)  
Compliant with General Data Protection Regulations**

Age UK Staffordshire is committed to protecting the privacy and security of your personal information.

We are a data controller which means we are responsible for collecting and processing personal data relating to its volunteer participants in order to manage the relationship. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What is Personal Data?**

This notice talks about “personal data”. Personal data is any information relating to a living individual who can be identified from the information.

There are special rules that apply to “special personal data”. Special personal data includes information about:

- Your health (including mental health)
- sexual orientation.
- racial or ethnic origin
- political opinions
- religious or philosophical beliefs

### **What information does the organisation collect?**

The organisation collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number.
- records on the progress of your participation

The organisation may collect this information in a variety of ways. For example, data might be collected from:

- an application form;
- correspondence with you; and
- interviews, meetings or other assessments.

Data will be stored securely in a range of different places, including in service spreadsheets and in other IT and database systems.

### **Lawful basis for processing personal data**

You have given us consent to process your data in order to participate with Age UK Staffordshire.

The processing is necessary for the purposes of administering your voluntary participation and in order for us to meet our legal obligations under Health and Safety law.

You have given us explicit consent to process special category data in order to meet our obligations.

### **Why does the organisation process personal data?**

The organisation needs to process data to meet its legal obligations. For example, it is required to comply with Health and Safety laws.

The organisation has a legitimate interest in processing personal data before, during and after the end of the voluntary participation. Processing data allows the organisation to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date records and contact details;

### **Change of purpose**

We will only use your personal information for the purpose for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

### **Who has access to data?**

Your information may be shared internally with relevant staff who work on the service you are participating in, service managers, members of the Senior Management Team, and administration staff if access to the data is necessary for performance of their roles.

Your information will be shared within our database and IT systems which are secure and have restricted access. The organisation will not transfer your data to countries outside the European Economic Area.

### **How does the organisation protect data?**

The organisation takes the security of your data seriously.

The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

We have robust Data Protection and Confidentiality Policies and ensure that our IT firewalls are regularly updated and reviewed. All paper records are kept securely in locked cabinets and destroyed securely in line with our Data and Records Retention Policy.

Where the organisation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### **How long does the organisation keep data?**

The organisation will hold your personal data for the duration of your participation. It is then destroyed securely, including electronic records.

### **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

You can find out more about your rights under the GDPR through the Information

Commissioner's Office <https://ico.org.uk/> If you would like to exercise any of these rights, please contact the Chief Executive or Information Governance Lead.



If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

**Automated decision-making**

Age UK Staffordshire does not use automated decision-making.

**Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time

to time about the processing of your personal information.

**Name (please print)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_