

MAKE SURE YOU'RE ON IT...



The online database of local voluntary organisations

Self-help and Support Groups

Neighbourhood Groups

Advice Centres

Faith and Religious Groups

Social Groups

Sports Clubs

Community Centres

Leisure Clubs

Trade Unions

Professional Associations

Campaign Groups

Charities

Tenants Groups

... and more

- **Publicise your group and get new members**
- **Easy searching for other organisations**
- **Get consulted in local decision-making**

www.divabradford.org.uk

Find out more inside...

DIVA explained...

The DIVA project is about bringing together information about all the District's voluntary and community groups in one place – from sports and leisure clubs, through support and self-help groups, community centres and campaign groups to local non-profit bodies, advice centres and branches of national charities.

The number of organisations is already huge ... and people are setting up new groups all the time! Because paper directories go out of date before they are printed, DIVA wants to put as much information as possible online, making access to it simple and free of charge.

DIVA aims to be a reference point for everyone...

People interested in a specific type of activity, whether it's hockey, bridge or debating

People seeking a source of support or advice

People wanting to join with others to get active in their communities or campaign on an issue

People looking for something for their age group or community – youth groups, black groups, lesbian and gay groups

People thinking about setting up a new group

People who just want to browse what's going on in their area and see what might be for them

... and for groups themselves...

Groups who want to publicise what they do

Groups who want to make links with other groups

Groups who want to know what support or services other organisations can offer

Groups who are looking for a place to meet or to book space for an event

DIVA aims both to bring together key information about local groups and sign-post users to other information sources for particular interests... funding, volunteering, etc.

How information on groups is being gathered

DIVA is building on a big database of local groups held by Bradford Libraries, who will also administer the new system. But it aims to go much further and reach out to many more groups. Other organisations that are supporting the DIVA project will be writing to their own contacts about the database and a lot of research will be done to try and make sure all groups are invited to be part of it. In the months ahead, DIVA will be aiming to build up the big picture right across the District.

Your help is really important to us. By completing the form enclosed in this pack, you can make sure that DIVA has got up-to-date information for your group or organisation. With so many different kinds of groups out there, we know that not everything on the form will be relevant everyone - please just complete the bits that are. And even if you don't want any details on the Internet, please fill in the form so that we can still include your group in our paper directories.

DIVA Q&A

Another form? My group is already on a database... why do I need to bother with DIVA?

There are lots of smaller databases across the District. DIVA is working with many of the organisations behind those databases to try and co-ordinate things better and avoid groups being asked to fill out lots of forms! DIVA will replace the Libraries' Clubs and Societies register, so if your group is already on that you'll simply be asked to check and update your records (some of which are already online). Other groups need to complete a form to give us permission to make their details available on DIVA - this is Data Protection law and something we take very seriously.

I'm the contact for a group. Will DIVA put my home address and phone number online?

Not unless you want us to. You choose the information that DIVA makes available. We do need address information for someone in the group who we can write to for updates, which might be a home address, but we never make these details public. (Only the DIVA team of 3 workers in Bradford Libraries will ever have access to this information).

The DIVA form makes clear which parts of it are collecting information for public use - so you can judge how little or how much you want to say. It's fine to leave a box blank if it doesn't apply or is private information. Even if you don't want to give an address or a phone number for people to contact your group, you can give us an e-mail address and we'll send mail on (without giving out the address itself).

If your group would like to set up a 'care of' address for use in publicity, Bradford Resource Centre can offer mail hosting to local groups - see www.brc-net.org.uk/postbox.htm or ring Dave on 01274 779003.

If I put an e-mail address on DIVA, won't I get lots of spam (electronic junk mail)?

That's why we don't put any e-mail addresses on screen for spammers to get at. If someone wants to write to your group, they fill out a blank message form and we send it on to you, with their contact details attached. (The e-mail you get will say that it has been sent through DIVA). By doing things this way, anyone who writes only gets your details if you choose to give them.

What if I need to change or remove some information after I've sent back the form?

Just let us know (contact details overleaf) and we'll amend things as soon as we can. We'll also mail out to groups once a year to check everything is up-to-date.

I've got to ask... What does DIVA actually stand for?

District Index of Voluntary Associations... but we think DIVA sounds more fun, so we don't use it much!

DIVA Partnership

Several local organisations are working together in partnership to develop the DIVA database. These are: Bradford Association of Councils for Voluntary Service, Bradford DIAL, Bradford Health Informatics, BRC (Bradford Resource Centre and Community Statistics Project), plus the following departments of City of Bradford Metropolitan District Council – Community Development and Lifelong Learning, Social Services, Arts, Heritage and Leisure.

DIVA partners operate to strict rules in dealing with public information provided by local groups and organisations.

The Diva project has been made possible thanks to funding from the Bradford Health Authority, Neighbourhood Renewal Fund and CNet.



Data Protection and Quality

DIVA takes data protection and the accuracy and quality of information very seriously. The database complies with the principles and conditions of the Data Protection Act (www.dataprotection.gov.uk).

For more information on how DIVA processes and uses the details you give us, please refer to our statement on data protection at www.divabradford.org.uk/dataprotection

Queries? Comments? Feedback?

If you've any questions, we'd be happy to answer them... and we're always keen to hear your views and ideas.

Contact us:

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