**Logo + Name of Organisation**

TEMPLATE VOLUNTEER AGREEMENT FOR PCCs *(to be adapted as required)*

**Volunteer Name:**

**Role Title:**

This Volunteer Agreement sets out the [organisation name] commitment to its volunteers, and what it hopes for from you.

**1. COMMITMENTS AND RESPONSIBILITES**

 **[ORGANISATION] commits to:**

* Agreeing, and providing you, with a role description
* providing you with any training necessary for your volunteer role
* providing you with regular support in your role
* ensuring you have a named contact who will support you in your role
* treating you in line with our equal opportunities policy
* reimbursing any out-of-pocket expenses you incur whilst volunteering for us
* providing insurance cover for you
* implementing good health and safety practice and providing appropriate training in keeping yourself safe.

 **We hope and expect that you will:**

* follow our policies [ name or link to any documents or Handbooks] that are relevant to your volunteering role, in particular:
	+ health and safety
	+ support and supervision
	+ safeguarding
	+ equality and diversity
	+ confidentiality
	+ conduct
* meet our mutually agreed expectations in terms of:
	+ the role
	+ the amount of time you are able and willing to give to the role
	+ the responsibilities of the role (in particular Safeguarding)
	+ advising us of times when you are unavailable

**2. ROLE DESCRIPTION**

* **INCLUDE HERE OR ATTACH TO THIS DOCUMENT**

**3. VOLUNTEER CONFIDENTIALITY AND DATA USE**

3.1 In your voluntary work with the [THE ORGANISATION] you may encounter and make use of our property and confidential information. This information may also be personal data which must be treated according to the relevant policy and legislation.

**3.2 Definitions**

 ***Confidential Information*** means any information or matter about the business or affairs of [xx] or any of its business contacts or about any other matters which may come to your knowledge in the course of your voluntary work, and which are not in the public domain or which is in the public domain as a result of your breach of this agreement. Confidential Information includes, but is not limited to:

* 1. diocesan and parish proprietary information
	2. business plans and budgets
	3. any property portfolio, management and commercially sensitive related information
	4. any commercially sensitive information
	5. investment portfolio detail and/or strategy
	6. decision making records including grant applicant information
	7. policy development and internal reports
	8. clergy, PCC employee or volunteer personal information
	9. internal discussions and other information that may be deemed or marked as confidential
	10. training and health records
	11. other personal data which may be subject to data protection legislation
	12. safeguarding matters
	13. where appropriate, complaints and whistleblowing matters

 ***Personal Data*** means any information relating to a person (known as the data subject) who can be identified from that data. Examples of personal data include a name, identification number, location data, online identifier or one or more factors relating to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.

**3.3 When to disclose**

 You shall not use or disclose any confidential Information to any person either during or at any time after your voluntary work with us. This restriction does not apply to:

a. prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996; or

b. use or disclosure that has been authorised by the PCC, is required by law or by your voluntary work.

**3.4 PCC property**

 All documents, manuals, hardware and software provided for your use by the PCC, and any data or documents (including copies) produced, maintained or stored on the PCC’s IT systems or other electronic equipment (including mobile phones), remain the property of the PCC.

 Any PCC property in your possession and any original or copy documents obtained by you in the course of your voluntary work shall be returned to the PCC secretary or other authorised person at any time on request, and in any event prior to the end of your voluntary work with the PCC.

**3.5 Data Protection**

 [xx] will collect and process information relating to you in accordance with our Privacy policy Notice

* 1. When handling personal data in the course of your voluntary work, you shall comply with the [xx – your policy or statutory requirement], which would include (but is not limited to) personal data relating to any employee, officer, ministers, members, role holders, worker, volunteer, parishioner, contractor, customer, client, supplier or agent of the PCC. In particular, if processing any data on behalf of the PCC, you are required to:
	2. process data on behalf only on the instructions of [organisation].
	3. maintain confidentiality of data.
	4. implement appropriate and sufficient security provisions, both in regards to technical and organisational measures, to ensure the safety of data, including but not limited to passwords, anti-virus software, locked file storage and ideally encryption.
	5. prevent any unauthorised or unlawful processing of personal data
	6. guard against accidental loss or destruction of, or damage to, personal data
	7. To assist [xxx - the data controller] with regard to security measures, breach reporting and Data Impact Assessments.

**3.6 Non-compliance**

 Should you fail to comply with the requirements of this Agreement, you may not be asked to volunteer again for the PCC or any ongoing voluntary work or role may be brought to an end by us.

**4. VOLUNTEER DECLARATION**

 In the course of my volunteer work for the [ORGANISATION]:

1. I will adhere to relevant policies and procedures that are brought to my attention and will seek advice and guidance if I do not fully understand their meaning or application.
2. I understand that the [ORGANISATION] expects me to be conscientious and loyal to their aims and objectives and not do anything that would harm its interests.
3. I understand that I will [or may] have access to personal and/or commercially sensitive data.
4. I confirm that I will only request sensitive data that is necessary and relevant to the role I undertake.
5. I will not share personal and/or sensitive data with those who have no entitlement to receive such information.
6. I will not disclose any information outside of the recognised supervisory structure without the signed and written consent of the individual to whom the information relates.
7. I will ensure that all sensitive information is securely stored either in lockable cabinets or on secure IT arrangement (for example NOT on unencrypted portable memory sticks). I will ask for assistance if I am unsure of how to do this.
8. If I should be uncertain about with whom or in what circumstances I can release or share information, I will seek guidance from the appropriate person before releasing any information.
9. I acknowledge that I am expected to respect the terms of this Agreement whilst undertaking volunteer work and that in respect of the confidentiality provisions, this should continue after the volunteer work has ceased.
10. In the event that I believe personal information has been accessed by unauthorised persons I will report this immediately to the PCC Secretary or Churchwarden [or OTHER].

I have read and understand this agreement and the above statements and agree to abide by them to the best of my ability whilst undertaking volunteer work for [xx].

Signature:

Date:

Print Name: