Dear Name,

**Volunteering Agreement**

Thank you for your offer to volunteer with <<insert team>>, Carmarthenshire County Council. We greatly appreciate your support.

I am pleased to confirm the details of your volunteering:

|  |  |
| --- | --- |
| **Service:** |  |
| **Role:** |  |
| **Location:** |  |
| **Start date:** |  |

Should you need them, your managers contact details are:

|  |  |
| --- | --- |
| **Name:** |  |
| **Job title:** |  |
| **Phone:** |  |
| **Email:** |  |

**Safeguarding**

In line with the council’s safer recruitment processes and our legal obligations, we are required to obtain certain checks before your first day.

* **Right to Work in the UK evidence**
* **References** – if required, we will be obtaining one reference from your current or last employer. If you are retired, self-employed, unemployed or a student, we will accept a character reference instead. If you have not already provided these details, please email me with contact details for your referee.
* **DBS clearance** – if this role will involve working with vulnerable adults, we will need to undertake an enhanced DBS check via their online service. If you have signed up to the DBS Update Service, we will need to see your original certificate for HR to undertake this check via the Update Service.
* **Car insurance** – if you are allocated to a role where you are required to drive your own vehicle, please ensure you have business insurance within your car insurance policy, to cover you for any accidents that may happen during the course of business travel. Please note that your mileage will be reimbursed.

**Confidentiality**

We require all volunteers to sign a Confidentiality Agreement, as you may come across information which is of a confidential nature. It is important that you do not disclose any confidential information. You must also let the manager know immediately if you are uncomfortable with any issues or if there is a possibility of a breach of confidentiality / conflict of interest. There is a confidentiality agreement statement at the end of this letter, in signing this document it is taken to be that you agree to adhere to the confidentiality agreement.

**What to expect on the first day**

On your first day you will be given an induction where important information such as health and safety, security, breaks and lunch time, are all explained to you. Any relevant training will also be provided. You should also use this opportunity to discuss and agree what hours you are available for with the manager.

**Data Protection Act**

The primary legal basis upon which we will process your personal information under the Data Protection Act 2018, is that we need to perform this volunteering agreement that we enter into with you. We will only use your personal information when the law allows us to do so and your attention is drawn to the County Council’s Privacy Notice available on our website setting out in detail the personal data that the Council holds relating to you, how you can expect your data to be stored, used and for what purpose. It also sets out your rights as a data subject under the legislation.

You can find a copy of our Volunteer Guidance and Code of Conduct on the HR pages of our intranet <https://ourpeople.carmarthenshire.gov.wales/our-people/hr/>. Please take time to read through this to ensure you are comfortable with it. I would be grateful if you could please sign this Agreement (next page) and return back to me at << insert email >>.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

**Confidentiality/Non-Disclosure Agreement**

Insofar as the following agreement does not prejudice my statutory rights as afforded, by the Public Disclosure Act 1998, I shall not, except as authorised by Carmarthenshire County Council, or as required as a condition of my Volunteering Agreement, use for my own benefit or gain, or divulge to any persons, company or organisation whatsoever, any confidential information belonging to the Council, or relating to its affairs or dealings, which may come to my knowledge, during my volunteering. This restriction will also apply for a period of two years, from the date of termination of my volunteering with Carmarthenshire County Council.

I understand that this restriction shall cease to apply to any information or knowledge, which may subsequently come into the public domain, other than by way of unauthorised disclosure.

I agree that all confidential records, documents, and other papers, together with any copies or extracts thereof, made or acquired during the course of my volunteering, shall be the property of the Council, and must be returned to the Council, on the termination of my volunteering.

“Confidential Information”, shall include all information which has been specifically designated as confidential by the Council, any information, which relates to the commercial and financial activities of the Council; and any personal information which is regulated by the Data Protection Act 1984; the unauthorised disclosure of which, may embarrass, harm, or prejudice the Council, its employees, or service users. It does not extend to information already in the public domain unless such information arrived there by unauthorised means.

**In signing below, I am agreeing to the terms of the Volunteering Agreement, and the Confidentiality/Non-Disclosure Agreement:**

**Signed: Date:**