



**THE PLACE-BASED INITIATIVE LTD**

**VOLUNTEER AGREEMENT**

**Once completed please return to** **office@greatcollaboration.uk** **– Many thanks**

Dear Volunteer - we’re very grateful you’re here, with many thanks for your offer of help with our shared project the Great Collaboration!

Please let us have your contact details so we may get in touch:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial choice of working group (please tick all that apply):

COMMUNICATION

CONTENT / EDITORIAL / GUIDANCE

WEBSITE DEVELOPMENT

 FUNDRAISING

**Data protection**

Adhering to a set of principles, for how we handle data, will ensure we build trust between ourselves and other organisations.

As a volunteer, you’ll both provide, and be privy to, confidential or sensitive information, including individuals’ personally identifiable data (e.g. name, telephone number, address and email).

It is important you keep that information secure and confidential and only use it for the purpose for which it was provided, with the consent of the individual.

As volunteers, we need to treat our Data the way we do one another and our planet, with love and care. So, we will keep it simple, with 3 principles to wrap our Data in:

**Protect, Consent, Choose**

* We’ll protect our Data from misuse.
* We’ll ensure it’s used with consent.
* We’ll guarantee choice; that consent can always be withdrawn.

If you bear these 3 principles in mind, when handling your or others’ Data, we’ll be in a safe place.

As a volunteer, I agree to the following:

* The Place-Based Initiative Ltd & The Great Collaboration [Privacy Policy](https://greatcollaboration.uk/wp-content/uploads/2024/09/PBI-_-The-Great-Collaboration-_-Privacy-Policy-v1.2.pdf) & [Terms of Service](https://greatcollaboration.uk/wp-content/uploads/2024/09/PBI-_-The-Great-Collaboration-_-Terms-of-Service-v1.1.pdf) (as a user of The Great Collaboration website)
* The Place-Based Initiative Ltd is the “data owner”.
* I am acting in a voluntary capacity as a “processor” for The Place-Based Initiative Ltd. The ICO defines a “processor” as: “data processor”, in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.
* I will comply with GDPR legislation when storing, processing, and transferring sensitive or personal information; I will
* protect our data and ensure that it is stored securely.
* only process data for the purpose for which it was provided.
* assist with subject access requests and potential removal or correction of data.
* I will read and comply with The Place-Based Initiative Ltd Privacy Policy and Terms of Service.
* I understand that breaches of this policy could incur severe financial penalties for The Place-Based Initiative Ltd.
* I understand that if I do not comply with this agreement, I may be asked to step down from my role within The Place-Based Initiative Ltd.
* I understand that this duty of confidentiality is indefinite and continues after my involvement with The Place-Based Initiative Ltd has finished.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_