

Volunteer Agreement West Berkshire Library Service

Volunteers are an important and valued part of West Berkshire Council. We hope that you enjoy volunteering with us and feel a full part of the team. This agreement tells you in brief what you can expect from the Council and what the Council would like from you, as follows:

As a volunteer, you will:

- Perform your volunteering role to the best of your ability, outlined in the Volunteer Opportunity and give as much warning as possible where you are unable to attend as arranged.
- Have an initial trial period so that your progress can be reviewed and any actions that might be needed can be put in place.
- Follow the Council's policy and procedures, including health and safety, data protection, confidentiality, child/adult safeguarding, equality and diversity, driving at work, and gifts and hospitality.
- Complete all relevant training courses before you start volunteering.
- Advise your car insurance company if you are using your private car in the course of the volunteer duties, or carrying any West Berkshire Council equipment in your private car.
- Complete a Volunteer Driver's Declaration form
- Provide a referee and agree to a DBS check (only required for certain specific types of volunteer opportunity) and complete a health declaration.

West Berkshire Council will:

- Provide induction on the work of West Berkshire Council Libraries, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role.
- Explain the standards we expect for our service and to encourage and support you to achieve and maintain them.
- Provide the opportunity to regularly discuss your volunteering and any successes or problems.
- Provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us. Volunteers are covered against Third Party claims under the Council's Public Liability Policy, while you are carrying out their role.
- Ensure that all volunteers are dealt with on a fair and equal basis.
- Try and resolve fairly any problems, grievances and difficulties you have while you volunteer with us.
- Pay your out-of-pocket expenses promptly, where it is agreed expenses are to be paid.
- Provide you with training and a safe place and ensure you have a basic understanding of health and safety.
- Ensure your personal information is processed securely and only in accordance with Data Protection legislation.

Confidentiality Agreement

1. I hereby undertake not, whilst working as a volunteer, or afterwards, for any reason unless expressly authorised by West Berkshire Council or required by law, to disclose to any unauthorised person, nor use any confidential or sensitive information relating to or received from the Council, its staff, citizens and other parties.
2. Such information includes but is not limited to financial information, information held on staff or citizen personal files and research data. Information is also confidential information if it is clearly marked as such or by its very nature is evidently confidential.
3. I understand that the use and disclosure of all information about identifiable living individuals is governed by the Data Protection Act. I will not use any personal data I acquire during my work for any purpose that is or may be incompatible with the purposes specified in this agreement.

4. I understand that I am required to keep all confidential and personal data securely.
5. I hereby undertake to ensure that all records provided or created during my time as a volunteer, including any back-up records, are passed back to the Council contact or deleted as directed.
6. I understand that the Council reserves the right to take legal action against any breach of confidence or the law.

For volunteers who have access to Council IT network and associated information

Passwords

I understand that my user ID and password are for my sole use. I will keep my password secret and will not under any conditions divulge it to or share it with anyone, nor will I write it down unless it is stored securely under lock and key, where it is not available to anyone else *[Your user id, and password are our first 'line of defence and must be protected and used by authorised individuals only in order to maintain our security]*

I will not use the same password for WBC and another use.

Access

I understand that I am required to ensure that no one is able to access my account when I am not in attendance and that I must either:

- Lock the workstation when I leave it temporarily unattended or
- Logoff from the workstation whenever I have finished working

Legal Requirements

I understand my WBC account will give me access to sensitive and personal information. I understand that it is my personal responsibility to ensure that this information is only used in the course of official duties and must not be disclosed to third parties, without authority of the data owners. I will ensure that I abide by any legal requirements in respect of my computer use, including privacy and data protection regulations. I will work in a WBC site and will never take copies of any documents to store or process on any non-WBC computer.

Security Breaches or incidents

I understand that the importance of reporting actual or suspected breaches or security and will report any such incident to my point of contact in WBC. *[Such incidents could be a non-authorised person using your account or obtaining your password]*

ICT Policy and User agreement

I agree to read and comply with the WBC ICT Policy and User agreement.

Note: This agreement is not legally binding and does not constitute a contract of employment.

I accept the voluntary role, as outlined in the role description, and confirm I am fit to undertake the duties as described.	
Signed (Volunteer)	Date
Print name	

Signed (Manager)	Date
Print name	