NAME

ADDRESS

ADDRESS

ADDRESS

POSTCODE

DATE

Dear [NAME]

**[VOLUNTEER ROLE TITLE]**

Further to our our recent conversation, I am delighted to your volunteer role with us under the following terms:-

* Your assignment as [Role name] will be with **[PCC/PARISH NAME]**
* You will commence this voluntary role on **Date**
* The duties of your role are in the attached role description
* The pattern of working will be [Insert the dates/times they will be volunteering]
* You will be accountable to [Line Manager name/job title]
* This offer is subject to receipt of two satisfactory personal references, a completed Confidential declaration form and a satisfactory enhanced DBS check.
* We will need to process personal information relating to you throughout the term of your volunteering. Further details regarding how we use this information is described in Schedule 1 enclosed. We ask you to consider Schedule 1 and sign where indicated to confirm you have read and understood the content.

Enclosed with this letter are a number of documents:

* A copy of the Volunteer policy, for your retention.
* A role description.
* As you will be aware your post is subject to a Disclosure and Barring Service (DBS) check. Please find enclosed a guide on how to complete your DBS check online as well as a confidential declaration form.
* A second copy of this letter. Please sign both copies, retaining one copy for yourself, and returning the second copy to this office.

If you should have any queries, or require further clarification on the contents of this letter, please do not hesitate to contact me.

In the meantime, may I congratulate again on your appointment to this post. I look forward to working with you.

Yours sincerely

Name

**Job title**

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I confirm acceptance of the above offer and agree to abide by the terms of the Volunteer Policy. I will commence my role with you on [**Date]**

Signed………………………………………………………….Date…………………………………

**SCHEDULE 1**

**VOLUNTEER PRIVACY NOTICE**

**PCC/PARISH NAME** (‘we’ or ‘us’) provide this notice to make employees aware of our policies relating to the processing of Personal Data in accordance with the Data Protection Act 1998 as amended, replaced, re-enacted or consolidated from time to time (including without limitation the General Data Protection Regulation (EU) 2016/679 and any national law relating to the processing of personal data (‘Data Protection Legislation’)) references to ‘Personal Data’ and ‘Sensitive Personal Data’ within this schedule shall be references to those terms as defined in Data Protection Legislation.

**Personal Data**

We will obtain a variety of Personal Data relating to you prior to and during the course of your assignment with us which will be held in computer records and personnel files. This includes but is not limited to Personal Data which you supply to us during the application process for your voluntary role including any information obtained directly from you such as your C.V and any ancillary information provided as part of your application and information obtained from third parties such as your referees or as part of pre-employment checks. We will also obtain Personal Data relating to you during your assignment such as your contact details and other records. Such Personal Data may be retained and used by us for the purposes of conducting appropriate checks, and as otherwise reasonably required for our legitimate interests and compliance with applicable law.

**Sensitive Personal Data**

You may also supply us with Sensitive Personal Data including but not limited to data relating to your racial or ethnic origin, religious or similar beliefs, physical or mental health and sexual orientation by completing our equal opportunities monitoring form. This information is gathered for equality of opportunity monitoring purposes and is anonymised. The provision of such Sensitive Personal Data by you is entirely voluntary.

If we receive information regarding any medical condition, disability, or relating to your physical or mental health, we will only use this information for the purpose of providing any necessary adjustments in accordance with equality legislation.

**Acknowledgement of Receipt**

I acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received a copy of PCC/PARISH NAME’s Data Protection Notice and that I read and understood it.

Signature

Print name