**Volunteer Agreement and Confidentiality – Volunteer Drivers**

1. This Volunteer Agreement has been prepared to clarify the reasonable expectations of both you (the volunteer) and Volunteer Action.
2. You agree to undertake drives as agreed between you and us by phone or by email. You are not required to work at any specific times and are not an employee of Volunteer Action.
3. We will not put you under any undue pressure to take drives and you should notify the manager if you ever feel that is the case.
4. We will keep our system updated with your general availability, specific holiday and absences and your preferences.
5. You will notify us if you are subsequently unable to meet any commitment that you have accepted.
6. You will keep a record of all monies you receive and report to us at the end of each month so that we can balance that against amounts we may owe you. We will settle this
	* 1. on a monthly basis when in your favour and over an agreed minimum
		2. on an annual basis when the amount you owe us approaches or exceeds £100
7. Key policies, including data protection, lone working, safeguarding vulnerable adults, health and safety, complaints, grievances and equal opportunities, are available on our website. We will keep these up-to-date and you should refer to these when appropriate.
8. You are required to do a half day’s training with us to cover (as a minimum) safeguarding vulnerable adults, lone working, child protection and data protection. We will provide manual handling training if required. If you will be driving for Oundle School Community Action pupils, you will need to complete the Oundle School Child Protection training.
9. You must inform Volunteer Action of all facts relevant to volunteering, and undertake to inform us promptly of any changes in circumstances, which may be relevant. In particular, you must report immediately:
	* 1. any endorsements to your driving licence
		2. any medical condition that may affect your ability to drive
10. You will only use the identity card and car badges when engaged on volunteer driving duties for Volunteer Action. Please return them to Volunteer Action when requested to do so or when you give up driving for Volunteer Action.

**Confidentiality**

1. We will always be compliant with the General Data Protection Regulations.
2. During the course of its day-to-day activities, Volunteer Action learns many personal details about its clients. Much of this information is disclosed by clients intentionally, to enable Volunteer Action to understand the client’s needs and find ways of meeting them; some is gained coincidentally, for example when a representative from Volunteer Action visits a client’s home, or in a conversation in a car. No such information, however gained, may be disclosed to a third party without the consent of the client. Exception to this policy is made where disclosure is required by law.
3. Equally between trustees, staff and volunteers, information about a client should only be disclosed to the extent that is necessary to enable individuals concerned to carry out their responsibilities to the client.
4. Your information is also confidential. By prior agreement with the driver, mobile telephone number can be given to a passenger.
5. All written material sent to you, including emails, which includes a member’s confidential data, must be destroyed as soon as practical. You are responsible for the protection of that information and we expect you to hold it only on a password protected device. You must notify us immediately of any potential loss.

Name in Capitals\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_