

**Volunteer Agreement for committee members, course leaders and volunteers listed on the back pages of the Newsletter**

**The purpose of this form is to draw attention to the obligations of our volunteers, whatever role they play in our organisation, to respect the personal information we hold on members, and to take care to protect members’ safety and wellbeing. U3A ACT has developed policies to ensure that we comply with the law and we seek your formal agreement to observe them.**

**We also ask you to give permission for us to use your personal contact details where needed to identify you as a contact person and to publish them on our public website, in our public course prospectus and in our Newsletter where relevant.**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Member number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number \_\_\_\_\_\_\_\_\_\_**

**(If you only want either your email address or your phone number published please fill in only that one.)**

In undertaking voluntary work for U3A-ACT Inc.:

1. I agree to abide by the U3A-ACT Inc Privacy Policy (see <http://www.u3acanberra.org.au/documents/privacy_policy_and_statement> ) and that, if I have access to personal information on members, I will not:

* use the personal information on members for any other purpose than that for which it was collected;
* pass on members’ personal information to any unauthorised person; or
* change or alter members’ personal information without their consent.

2. I agree to abide by the U3A-ACT Inc. Safety and Wellbeing Policy (see <http://www.u3acanberra.org.au/documents/safety_and_wellbeing_policy.pdf>) taking care to protect my own safety and wellbeing and that of others when I am undertaking my volunteer role.

3. I agree to my personal contact details provided above being published for purposes related to my volunteer role both within the organisation, and where necessary, on our public website, in our publicly available prospectus and in our U3A ACT News.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Once signed please return to your coordinator or to the Secretary. Please keep a copy. If you wish the completed form can be copied and submitted at either of our offices at Hughes or Cook.*