Digdata Volunteer Agreement Terms

Volunteer agreement. This form sets out what we can each reasonably expect from your volunteering role with Digdata, the trading name for the Data Inspiration Group Ltd.'s young peoples' career development programme ("Digdata"). Digdata appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

* Required

1. Full Name *

2. Job title - Company name or university attending if student *

3. Home Address *

4. Todays Date *

Volunteer role

Your role as a volunteer is to assist with Data Days which Digdata provides to schools and colleges in the UK ("Clients") in person and virtually to educate and encourage young people to consider and explore a data related career. The terms of this form take effect from the date that you sign and submit this form.

5. Do you currently hold a DBS certificate? *

Please select at most 2 options.

- [ ] Yes
- [ ] No

6. If yes, please indicate the level of check: *

- ◯ Basic
- ◯ Standard
- ◯ Enhanced
- ◯ Enhanced with Children's Barred List Check

7. Other Volunteering or Work with Children.Have you undertaken, or are you scheduled to undertake, any other paid or voluntary activities involving teaching, training, instructing, caring for or supervising children within the same rolling 30-day period as your Digdata event/s? *

- ◯ Yes
- ◯ NO

8. If yes, please provide details of the nature of the activities, the organisation(s) involved and the dates of attendance, so Digdata can assess any applicable DBS and safeguarding requirements. *

9. I confirm that the information provided is accurate to the best of my knowledge. I understand that I must inform Digdata of any changes to my circumstances or additional relevant activities involving children before attending an event.I acknowledge that Digdata will assess DBS requirements in accordance with applicable legislation and safeguarding guidance, and that I must comply with Digdata's Safeguarding Policy and the host education provider's supervision arrangements. *

- ◯ I confirm

10. Do you agree to comply with the health and safety procedures at the Client's location(s) in the event of a suspected fire or other evacuation event while you are on or near the premises. These details will be shared with you before the event or on the day. *

- ◯ Yes
- ◯ No

11. Do you understand how your personal data is processed by us and comply with the data protection requirements of Digdata. This information is set out at the bottom of this form. *

- ◯ Yes
- ◯ No

Induction and Training

To help you understand what we do and how we do it, we will either invite you to attend a Data Day Volunteer Brief, on Zoom or Teams, prior to each event or if you are not available, we will share a recording of the Data Day Volunteer Brief with you. We have created a Volunteer Pack that you will also receive. The call allows you to share any other questions with us and we will do our best to answer them. Please also ensure you are familiar with our safeguarding policy https://digdata.online/safeguarding-policy/ .

Supervision and support

Your main point of contact during your volunteering with us is Sam Bottomley or a member of the Digdata team, you can contact Sam via email sam@digdata.online. We will assist you with scheduling your volunteering availability, preparation for the workshops themselves and to discuss any problems or complaints you may have. Please give us as much notice as possible if you are unable to volunteer when expected. We will also give you as much notice as possible if the workshop is rescheduled for any reason either by us or by our Clients. We have agreed with our Clients that rescheduling is only possible in circumstances which we cannot control (e.g. teaching union strike, travel company strike, power cut).

Insurance

All volunteering will be in person at our Clients' location(s) who will be responsible for your insurance cover and providing basic information on health and safety.

Confidentiality

In the course of providing your volunteering services, you may have access to confidential information relating to Digdata, other volunteers including industry partners of Digdata or our Clients. This will likely be workshop materials including videos, know-how and experience volunteered during the workshops by our industry partners and volunteer and industry partner contact names and details. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

Leaving

We ask that you give us as much notice as possible if you want to stop volunteering with us. This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future. By submitting this form you acknowledge that you understand the contents above.

Data Protection Compliance

Digdata takes its data protection responsibilities seriously. When you volunteer with Digdata we will collect and process your contact emails, telephone numbers and residential address. How and why we collect and process this personal information is set out in our privacy notice which is available on our website here. As part of your volunteering responsibilities you will also be given and use personal information of the Client, the workshop participants and other volunteers and our Industry Partners. In addition to keeping this personal information confidential, you must also ensure that you comply with data protection laws if you collect and use it. We recommend that you do not collect or record any of this information which means there is no compliance obligation. If you wish to collect the contact details of a fellow volunteer for friendship reasons, then you and that individual can agree this between yourselves.

12. By submitting this form you are confirming you understand and agree to the contents. *

- ◯ I agree

Thank you for becoming a DigData Volunteer!

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