



Dear Volunteer

Thank you for agreeing to assist the English Bridge Union. Although the EBU has some paid members of staff, we rely on volunteers to help us in a number of areas and are enormously appreciative of you agreeing to commit your time and energy to bring your expertise to what we do.

As a volunteer you should have a clear description of your role and understand your responsibilities within the organisation. You will therefore be given the name of someone who will look after your interests whilst you volunteer. That person is your primary point of contact, will be responsible for defining your role and will also be able to guide you on administrative matters, such as how to be reimbursed for reasonable expenses whilst working for us. However, you are also free to talk to Gordon Rainsford, EBU Chief Executive, or me if you have any questions or concerns about what you are doing for us.

To assist you in performing your role, we may need to give you access to some information that is not publicly available. If this applies to you, we will tell you and we will then need you to agree to follow some simple rules concerning confidential information. All volunteers who have access to any personal information will need to comply with current data protection legislation; we have detailed information about this available on our webpage at [www.ebu.co.uk/gdpr](http://www.ebu.co.uk/gdpr) but will also be happy to give you more information about what this involves if you request it.

For others of you (for example, if your work with us will involve working with children or vulnerable adults) we may require that a Disclosure and Barring Service (“DBS”) check be completed in advance of you starting your service with us (which we will arrange and pay for) and we may also require you to abide by specific Codes of Conduct. If any of these apply to you, we will tell you.

Please complete the attached form so that we have your personal details held correctly on our files. It will be kept confidential by us in compliance with the General Data Protection Regulation under the Data Protection Act 2018.

Yours faithfully

Chair

**FOR COMPLETION BY THE EBU**

Name of Volunteer	
Role for EBU	
Designated responsible person	
Date of appointment	
Term (if applicable)	
Is a confidentiality undertaking appropriate?	YES / NO
Is a DBS check required for the role?	YES / NO
Specific Codes of Conduct applying to this role	

**FOR COMPLETION BY THE VOLUNTEER**

Full Name	
Residential address including postcode	
Phone numbers	Landline _____ Mobile _____
Email address	

**CONFIDENTIALITY UNDERTAKING** (for completion by the volunteer ONLY if marked as appropriate above)

In order for me to be able to fulfil my role for the EBU, I understand that I may be given access to information which is not in the public domain. This may include, but is not limited to, information, operations, personnel, beneficiaries, materials, financial position, strategy or future plans. I acknowledge that such information, as well as the contents of any discussions I participate in whilst fulfilling my role constitute confidential information. I undertake:

- not to use at any time this confidential information for any purpose other than fulfilling my role with the EBU;
- not to disclose at any time any confidential information to anyone other any fellow volunteer who has given the same confidentiality undertaking or those EBU employees, board members or committee members with whom I work directly;
- to return, on request, all copies and records of confidential information and not to retain any copies or records of the information; and
- whilst a volunteer, not to make any unauthorised public statements about the EBU.

Accepted and agreed

\_\_\_\_\_  
Name of volunteer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date