

## **Welcome to Lymphoma Action!**

Volunteers are at the heart of our work and we are very grateful for the generous contribution of our volunteers in helping us to inform, support and connect people affected by lymphoma.

Our approach to volunteering is that it is inclusive, meaningful and enjoyable. We recognise that together we can be more effective in our mission and we want you to get the most out of your volunteering experience. Lymphoma Action is committed to ensuring we support and value everyone who volunteers with us and we ask in return that you understand what is expected of you as a volunteer.

### **Volunteer Agreement**

This agreement sets out our mutual expectations in relation to your voluntary role. It is not intended to be legally binding and may be cancelled by you or Lymphoma Action at any time. This agreement is not regarded by either party now or in the future as an employment relationship.

#### **What you can expect from us:**

- A clear outline of your role and responsibilities.
- An induction to Lymphoma Action, including our policies and procedures.
- Provide all the information, training and resources you need to carry out your role, including ongoing support from a named staff member.
- A commitment to try to resolve fairly any problems, complaints or difficulties you may have during your time as a volunteer.
- Welcome your feedback and celebrate volunteer successes and achievements.
- Reimburse reasonable out-of-pocket expenses, in line with the charity's policy.

#### **What we ask of you:**

- Perform your volunteer role to the best of your ability, maintaining Lymphoma Action's reputation in all your volunteer activity.
- Participate in all relevant induction and training opportunities.
- Provide us with as much notice as possible if you are unable to fulfil any volunteering activity, or if you no longer wish to be involved.

- Follow Lymphoma Action's policies, procedures and values.
- Maintain the confidential information of the organisation.
- Keep in regular contact with your named staff contact and stay connected and up to date with Lymphoma Action news for your role.
- Have fun!

## **Volunteer Confidentiality & Data Protection Agreement**

Under the General Data Protection Regulation (GDPR), Lymphoma Action has a legal responsibility to protect all information given to us by individuals and organisations. As Lymphoma Action volunteers, it is important that you understand and comply with the charity's data protection and confidentiality policies and procedures. This includes following all instructions about the processing and security of personal data.

Confidential information should not be discussed outside of the charity and must not be used for your own purposes. Your duty of confidentiality continues after your volunteer involvement with the charity has ended.

As set out in the expectations above, we commit to providing you with the information and training to carry out your role, which includes confidentiality and data protection and ask you to follow all processes and instructions given.

**As a current volunteer you will have signed to acknowledge you have read and understood the mutual expectations and confidentiality and data protection agreements.**