



HSAFC Volunteer Policy

DATA PROTECTION AND CONFIDENTIALITY

HSAFC takes care to protect volunteer information as part of its data protection responsibilities, in paper format and/or electronically. All such information is treated in accordance with the Data Protection Act (2018) and volunteers are entitled to inspect such information pertaining to their own involvement with HSAFC.

Volunteers may have access to personal, confidential or sensitive information during the course of their volunteering. Volunteers agree to handle such information responsibly and in accordance with HSAFC's Data Protection and Privacy Policy and applicable data protection legislation, including GDPR.

Upon ending their volunteering role, volunteers agree to return or securely delete any HSAFC records, documents, equipment or personal data in their possession and to continue respecting confidentiality obligations after their volunteering has ended.

MANAGING RISK

HSAFC is committed to ensuring the well-being and safety of its volunteers and, in turn, expects volunteers to contribute to maintaining a safe volunteering environment.

Volunteers are made aware of all relevant H & S aspects to their area of volunteering in accordance with HSAFC Health and Safety Policies.

Some activities may identify possible areas of risk specific to the involvement of volunteers. In these instances, written Risk Assessments for eliminating or minimising such risks will be drawn up.

Volunteers are expected to cooperate with staff and follow Risk Assessments relating to their volunteering.

Respectful Behaviour and Inclusion

- To treat all participants, families, volunteers and committee members with dignity, respect and courtesy.
- To promote equality, inclusion and autism acceptance in all aspects of my volunteering role.

- To refrain from any form of bullying, harassment, discrimination or inappropriate behaviour.
- All Volunteers will sign ,and must adhere to the HSAFC Volunteer agreement.

Resolving Concerns/Issues

HSAFC aims to treat all volunteers fairly, objectively and consistently.

If a volunteer has any problems about volunteering, they should immediately talk to facilitators .HSAFC will make every reasonable effort to resolve any issue.