



Volunteer Agreement

I,
of

Agree to comply with the following:

1. I am willing and prepared to undertake all responsibilities in connection with TLC and its services including promotional and fundraising activities.
2. I will respect the confidentiality of information obtained in the course of advice or provision of a service.
3. I will not disclose to anyone information provided by clients without their consent or without the specific approval of the Principal Solicitor or the Hon Director.
4. I will inform service users or clients about the limits of confidentiality in any given situation, the purposes for which information is obtained, and how it may be used.
5. I will act in a way that protects the privacy of other people when providing service users with access to their own personal information.
6. I understand that if at any time I am unsure about any matter regarding client confidentiality that I am required to consult with my supervisor.
7. I have read the "Toongabbie Legal Centre Policy and Procedure Manual". I will abide by the policies and procedures and code of conduct of the Association specified in the manual and with all decisions of the Management Committee impacting on me.
8.
 - I have informed or I will inform the Association in writing of;
 - any previous claims including negligence that have been made against me and will inform the Association if any circumstances arise which may potentially lead to a claim against me and;
 - any offences for which I have been convicted, other than excluded offences as defined in the Legal Profession Regulation 2005
 - any allegations made against me that might be regarded as child protection related issues.
9. I will not disclose any matters referred to in paragraphs 6 & 7 that arise during the period that I act as a volunteer at the Centre.
10. In the event that I do not comply with all of the above, I understand that I will not be eligible to work at Toongabbie Legal Centre or my volunteer role is terminated or may be subject to appropriate legal action.
11. I agree to provide my services as a Volunteer from ___ / ___ / 20___ until ___ / ___ / 20___ and for the duration of this period I agree to my photograph and a brief profile be displayed on the TLC's website.

Signed by	Dated
-----------	-------