

Volunteer Now operates a volunteering database/website to advertise volunteering opportunities on www.volunteernow.co.uk, giving potential volunteers an opportunity to register to volunteer.

Please read the terms and conditions carefully as they apply to your use of the Volunteer Now database and website.

Volunteer Now reserves the right to vary the Terms and Conditions from time to time. Volunteers registered on the database will receive notification of any update (to the email address provided by the volunteer registered on the database). The revised terms will take effect from the date of notification and the Terms & Conditions information on the website will be updated accordingly.

Registration

- a) The site facilitates **not-for-profit** organisations to advertise volunteer opportunities on the website for access by potential volunteers. You will be required to complete a registration form in order to select volunteering opportunities on the site. When you register the information you provide should be **true, accurate and complete**.
- b) You will be offered your own login facility with a password and user name to access your details. You are responsible for the security and proper use of your password, your user name and your registration on Volunteer Now. You must inform Volunteer Now immediately if you have any reason to believe that your password and/or user name has become known to someone who is not authorised to use them.

Use of Information

- a) When you register interest in a volunteer opportunity, the information provided by you will be forwarded to the organisation/volunteer centre you registered with, via email. We will not pass your details onto any other party.
- b) The organisation/volunteer centre is responsible for selecting volunteers that are suitable for their organisation and for meeting all legal and other requirements in relation to their volunteers.
- c) Volunteer Now will monitor the use of the site by volunteers and you may receive emails or surveys to seek feedback on usage and potential development.
- d) We may send you details of other volunteer opportunities available, from time to time.

Faults

We cannot guarantee that the database/website will never be faulty or that it will be available at all times but Volunteer Now will endeavour to correct reported faults as soon as possible. If

a fault occurs in the database/website you should report your fault to Volunteer Now via an email to info@volunteernow.co.uk

Intellectual Property Rights

- a) You acknowledge that Content on the Site is subject to copyright and possibly other intellectual property rights (Intellectual Property Rights).
- b) Unless you are expressly authorised by law you must not yourself, or participate in or permit any other person, to sell, reproduce, distribute, modify, display, publicly perform or otherwise use any of Content in any way for any public or commercial purpose without our prior written consent.

Links

We have not reviewed all of the sites linked to this Site and are not responsible for the content or accuracy of any off-site pages or any other sites linked to this Site (including without limitation sites linked through advertisements). The inclusion of any link does not imply that we endorse the linked site, and you use the links at your own risk.

Privacy Policy for Volunteers using Database/Website searches/ Registrations

View our full Privacy Policy at www.volunteernow.co.uk/privacy-policy/

Volunteer Now obtains information about you in the course of the dealings it has with you. This statement explains how we look after the information and what we do with it. We have a legal duty under the Data Protection Act to prevent your information falling into the wrong hands. We must also ensure that the data we hold is accurate, adequate, relevant and not excessive. We do not hold any information about you apart from the information you provide and our own records about services we have delivered.

The only information our website automatically records is your IP address, so that we can assess which pages are the most popular. These IP addresses aren't linked to any personal data. So that visitors to our site remain anonymous. We do not send cookies from our website.

We only provide your information to another organisation for the purposes of finding a volunteer placement, which is the purpose of your registration on the site. We store all your information securely, we restrict access to those who have a need to know and we train our staff in handling the information securely.

Whenever we contact you to market Volunteer Now services (for example volunteer opportunities, volunteer events, training etc) you will be given the opportunity to opt out of receiving any further information from us.

You have the right to a copy of all the information we hold about you (apart from a very few things which we may be obliged to withhold because they concern other people as well as you).

To obtain a copy, write or email to:

Data Protection Officer, Volunteer Now, 34 Shaftesbury Square, Belfast BT2 7DB or email kelli.cleland@volunteernow.co.uk

There is no charge for this service however we will require proof of your identity. We aim to reply as promptly as we can and in any case within the legal maximum of 40 calendar days.