



Interpretation Project VOLUNTEER FORM



Title		First Name	
Last Name			
Address			
Home Phone		Mobile	
Email			
<p>Any area (e.g. category of object or subject area) of interest or expertise. This will help in suggesting exhibits that you may be interested in dealing with.</p>			
<p>Are you a member of any society or organisation with an interest in local history? This will help us to understand localities in Breconshire about which you may have useful knowledge. (Please list)</p>			
<p>I have read the attached volunteer terms and conditions. Please could you tick the relevant box below.</p>			
YES		NO	
Signed:		Date:	
<p>Some volunteers have indicated that they wish to know who else is working on the project. We would like to share names only of those working on each item. Under data protection legislation you must consent to such information being shared. Please could you tick the relevant box below.</p>			
<p>I consent to my name only being shared with other volunteers working on the Interpretation Project.</p>			
YES		NO	
<p>Please return this form to: Dr Liz Bickerton, Berth Ddu, Sennybridge, Pentrefelin, Brecon. LD3 8UA. Email: liz.bickerton@btinternet.com</p>			

FOR BRECKNOCK SOCIETY AND MUSEUM FRIENDS USE ONLY: Checklist

Mentor allocated (name)	
Object(s) Museum record number	
Project Object reference number	
Entered onto master list (date)	

Volunteer Terms and Conditions

1. Expenses

BS&MF does not have funds to pay any volunteer expenses. We will not pay for any travel, accommodation or subscriptions associated with the completion of the research and assembly of material. We will pay agreed in advance costs of obtaining images, videos and sound recordings as stated in our guidance on assembling interpreted material.

2. Loss and Injury

BS&MF cannot be held responsible for any loss or injury sustained during the completion of the research and assembly of material.

3. Copyright

Upon completion, the Interpretation Project volunteer will submit electronic files of all data and reports and supportive information to the BS&MF and where applicable assign copyright to the BS&MF and PCC for use in y Gaer. Due acknowledgement to the work of volunteer researchers will be made but we cannot guarantee to make this acknowledgement in every instance that material is used.

4. Data protection

Your privacy and the security of your data is important to us. We will hold your contact details to:

- Liaise about the nature and scale of the required research and assembly of material.
- Answer any queries from Interpretation Project volunteers, y Gaer partners or any other stakeholders.
- Provide a robust audit trail for the funders of the Interpretation Project.

Your details will be kept by the nominated Executive Committee member from BS&MF, namely, Dr Liz Bickerton.

On completion of the project you will be asked whether you want to stay in touch with BS&MF. If not, your details will be destroyed within the statutory time limit.

A copy of our data protection policy, which is fully GDPR compliant, can be provided on request and is available on our website at <http://www.brecknocksociety.co.uk/docs/privacy-policy.pdf>

5. Membership

You do not have to be a member of the BS&MF to undertake research, (although we hope you will join). Participation does not enable an individual to gain any complementary membership benefits.

6. Record keeping

You undertake to keep a record of your hours worked on the Interpretation Project so as to enable the BS&MF to indicate contributions in kind to the Garfield Weston Foundation which is part-funding the Interpretation Project.

7. Further details

If you have any further queries on the volunteer role, please contact Dr Liz Bickerton 01874 636926 / liz.bickerton@btinternet.com.

Thank you for volunteering to do this work for the refurbished Museum and Art Gallery. We hope you will find it rewarding.