

**Volunteering Form 2**

(To be completed by organisation and submitted by the studentvia the Pathways area of [My Career](https://mycareer.newman.ac.uk). Further instructions can be found in the [Newman Volunteering Award Handbook](https://www.newman.ac.uk/knowledge-base/newman-volunteering-award/).

**Privacy Notice for Employers**

The lawful basis for processing your personal data is legitimate interests.Your personal data and information provided on the form is processed by the Careers and Volunteering Advisor to validate the students volunteering award. All personal data submitted in this form is processed to:

* Confirm that the voluntary work took place
* Confirm the hours of volunteering completed
* To present the information at the HEAR validation panel for students to gain their award and for it to be entered on their HEAR
* To request feedback
* To contact you with further information about how Newman University could work with you.

The personal information you provide on the form is stored on our secure IT network whose servers are located within the EU. Hard copies of personal information are kept in a secure location. The personal information is accessible to the careers team and only shared with relevant staff.

Information on these forms is stored in a database, which is active for three years after students graduate so that they can continue to access to the personalised careers service and for our administrative and reporting purposes. After this time your personal data is securely disposed of.

To read more about how our university works with professional contact’s personal information please use this [link](https://www.newman.ac.uk/privacy-notices/).

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| --- | --- |
| Name of Newman University Student: (Capital Letters Please) |  |

 **For completion by the Volunteering Organisation**

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| --- | --- |
| Supervisor/Manager: |  |
| Organisation name and address: |  |
| Telephone number: |  |
| Email address: |  |
| Brief description of tasks, duties and responsibilities undertaken: |
| Number of Hours of Volunteering undertaken:(Verification of these hours may be requested as part of monitoring & validation purposes) |  |
| Reference: |

I confirm that the information provided is accurate: Yes [ ]  No [ ]

Signed:

Date:

Thank you for taking the time to complete this form. Please return it to your volunteer.