

# Volunteer Agreement: Pro Bono Engagement

Thank you for expressing an interest in pro bono activities at the Law School. We aim to provide a supportive experience in a professional learning environment. In order to achieve this we require you to agree to the following:

1. I consent to the Law School processing my personal data for the purposes of arranging my involvement in selected pro bono activities including, where relevant, sending my personal information to the third party organisation providing the activity for which I am volunteering.
2. I understand that there is an ongoing obligation upon me to notify the Pro Bono Service of any support needs, health concerns or disability which may affect my participation or require reasonable adjustment.
3. I am aware that I am under an obligation to consider whether any conflict of interest may exist, or could be considered to exist, between my pro bono activity and any personal activities, whether through employment or otherwise, outside the University. Where conflict may exist, I must inform the pro bono coordinator at the earliest opportunity.
4. I understand that in the course of volunteering I may have access to confidential information relating to client or organisations and I must not use or disclose to any other person during and after my participation. I also understand that I must not retain any materials beyond the duration of the activity.
5. I understand that by volunteering for a pro bono activity, I have understood the nature of the activity and the expectations; in particular I understand the time required and that I am expected to provide reasonable notice in the event that I am unable to participate.
6. Qualifying work experience (QWE); Some of the activities that you participate in can be signed off by the supervising solicitor as QWE for the purposes of the SQE route. However you may not want to claim this activity as QWE and future employers may still require you to complete their own version of QWE regardless. Please see attached appendix.
7. In order to facilitate remote working during the Covid-19 virus pandemic, we will enable you to work remotely on a pro bono client file. Please undertake to ensure that you only log in to view and work on the client file that you have been allocated and that you are in a confidential space and not using a public computer.

I have read the above and agree to these terms of participation.

Full name .....

Signed.....

Date.....

Please **sign** this form and return to the Pro Bono Administration Assistant where it will be stored on the file that you work on and which is visible to the staff working in the Brunel Legal Advice Centre and also to the students that are working on that client file with you.