



### Volunteer Registration – Acceptance Form

To: \_\_\_\_\_ (Name of Volunteer)

Of \_\_\_\_\_ (Address of Volunteer)

OLA Pagewood Parish thanks you for offering your services as a volunteer. We wish to confirm that as a volunteer of the Parish the following conditions apply: No payment will be made to you by the Parish. Your Priest/Priest/Administrator is **Fr Daney IrudayaDoss**.

The task you have volunteered for is \_\_\_\_\_ (list all tasks).

#### Work Health and Safety

While acting as a parish volunteer, all incidents of personal injury and/or property damage to other parties must be reported to Parish office or Parish Priest immediately or as soon as possible. Volunteers are covered under a limited Insurance Policy for personal accidents, subject to terms and conditions of the policy.

Under the terms of the NSW Work Health and Safety Act 2011 you must follow established practices, procedures and instructions of the Parish which apply to the task you have volunteered to perform.

#### Child Protection

If your voluntary role requires you to interact with children or young people, you will need to obtain and maintain a Working with Children Check from The NSW Office of the Children’s Guardian in accordance with the Child Protection (Working with Children) Act 2012 (NSW).

All volunteers must comply with the Archdiocese’s child protection policies and procedures.

If a record of National Criminal History Check is required, you will be informed and provided with the relevant form.

*(Please do not detach; submit the whole page to the parish office)*

I agree to offer my voluntary services at OLA Pagewood Parish with the conditions above.

*(Please tick off items after completing task)*

- 1  I have filled out the Parish Registration Form.
- 2  I have enclosed a copy of my driver’s license/photo identification.
- 3  I have read ‘*The Work Health & Safety Brochure for Volunteers*’ and will do my best to comply with it.
- 4  I have read the *Catholic Archdiocese of Sydney ‘Code of Conduct for working with Children’* and will do my best to comply with it.

Full Name of Volunteer: \_\_\_\_\_ Voluntary Roles: \_\_\_\_\_

Address of Volunteer: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Contact Tel Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

*If your voluntary role requires interaction with children/young people, please fill in this box:-*

- Do you require assistance with an online Working with Children Check? (please tick)  Yes/  No
- Working with Children Check Number (if you already have one): \_\_\_\_\_

**(BELOW FOR PARISH OFFICE USE ONLY)**

Volunteers Excel recorded:  PACS Volunteer recorded   
WWCC required:  Yes/  No If Yes, 1) WWCC checked  2) WWCC recorded in PACS  3) WWCC recorded in Child Register

## Parish Personal Information Collection Notice

Our Lady of the Annunciation Parish Pagewood (referred to as “we”, “our” and/or “us”) is collecting your personal information (including your name, contact details (such as phone number and address), demographic information (such as age and occupation), financial information (such as credit card details), religious beliefs or affiliation, and photographs, videos and stories) so that we can:

- contact you;
- provide you with updates on our events and activities;
- provide you with services and information; and
- receive offerings and donations from you.
- record certain personal information in our Sacramental Register as required by Catholic Canon Law Code 834-848 for ‘The Proof and Registration of The Conferral of Baptism’.
- locate sacramental register records of you and your family members for verification; as required for Sacraments, such as First Reconciliation, First Eucharist, Confirmation and Marriage; Roman Catholic Canon Law Code 834-848, & 854
- determine the suitability of ministries or parish roles; that you may volunteer for; and/or for us to invite you to participate in.

We may use the contact details you have provided to send you information and promotional materials related to our events, activities, functions and initiatives and Archdiocesan or Catholic Church updates and news, including, where you have opted in, via email or other digital communications.

We generally collect personal information directly from you.

If you do not provide us with the personal information we have requested, we may not be able to provide you with services or allow you to hold our parish voluntary roles; to the extent that they require us to collect, use or disclose personal information.

We may also disclose your personal information where we are required or authorised by Australian law to do so (including the *Income Tax Assessment Act 1997* (Cth)).

You can contact us by using the following details: telephone 02-9344 7914 or email [olapagewood@gmail.com](mailto:olapagewood@gmail.com) or post to OLA Pagewood Parish, 25 Donovan Avenue, NSW 2035