



Riding for the Disabled Association of Western Australia Inc

RDAWA PRIVACY AND CODE OF PRACTICE STATEMENT

Information acquired on this form is used solely to assess the applicants' suitability to perform the various tasks involved with being a RDA volunteer, insurance requirements and being able to contact the volunteer if the need arises. All personal information is kept secure and confidential and is not disclosed to third parties. Statistical information is released to the Disability Service Commission for reporting purposes only. No information is used for any purpose other than stated above. RDAWA does not sell, rent, lend or give away its volunteer client or membership lists. RDA actively strives to ensure that all personal information is protected from misuse, including unauthorised disclosure, modification or access. Individuals may request to view any personal information held by RDAWA.

RDAWA CODE OF PRACTICE RIGHTS GOVERNING VOLUNTEERS INVOLVED WITH RDAWA

To enhance volunteers' experience and comply with current legislation and duty of care RDA will:

- Acknowledge and respect the contributions of volunteers in RDA documentation and elsewhere as appropriate from time to time.
- Interview and place volunteers in accordance with anti-discrimination and equal opportunity legislation.
- Provide volunteers with orientation and training, including opportunities to develop their skills and experience.
- Provide volunteers with a healthy and safe workplace in accordance with current practice and legislation.
- Provide appropriate insurance coverage for volunteers.
- Define volunteer roles and develop clear job descriptions.
- Provide appropriate levels of support and management for volunteers.
- Make volunteers aware of and provide them with access to the RDAWA Volunteer Handbook and all documents relating to RDAWA volunteer policies.
- Provide volunteers with information on grievance, rights and responsibilities and disciplinary policies and procedures.
- Acknowledge the rights of volunteers.
- Will reimburse some out of pocket expenses incurred by volunteers on behalf of RDAWA providing prior approval has been given by the relevant RDA committee.
- Have volunteers' confidential and personal information dealt with in accordance with the National Privacy Act 2001.
- Acknowledge that the relationship between RDA and volunteers is a reciprocal one.
- Acknowledge that volunteers are of equal status and deserve the same treatment as paid employees, and that RDA can expect the same standards of its volunteers as it expects of its paid employees.
- Ensure that volunteers only work in the area of their choice.

Disclaimer

As a volunteer, I recognise that I may be invited to participate in horse riding activities. I am aware that horse riding can be inherently dangerous. Serious accidents can happen which may result in me being injured or even killed. I have voluntarily read and understood this warning and accept the inherent risks involved in riding. Riding activities will be supervised to the level of my abilities. I may also exercise my right to decline any opportunities to ride without prejudicing my involvement as a volunteer. I may also exercise my right to change my mind in this matter at any time.

Print full name _____

Signed _____ Date _____