TUOM_4COL Date 20

Home Address

Dear ….,

**Confirmation of Volunteer Public Contributor role to the** [**INSERT:** Faculty, name of project/activity/patient group and name of role]

Firstly I would like to welcome you to The University of Manchester and to thank you for volunteering to become a Public Contributor within the Faculty of Biology, Medicine and Health. Involving patients and the public and sharing knowledge is important to us because so much of what we do as a Faculty, from teaching clinical skills to scientific breakthroughs in the lab, has the potential to affect the lives of millions of people both in our local communities and further afield. A member of the public who is involved in our research and teaching is referred to as a ‘Public Contributor’.

This letter is to confirm your Public Contributor role as [**INSERT:** name of role] which is in a voluntary capacity.

Membership of your public contributor role is from [**INSERT**: date from and date to]. We recognise that circumstances change and you are under no obligation to remain on the [**INSERT:** project/patient group etc] for this entire period. You can leave this Public Contributor role at any time by informing [**INSERT**: name of contact], (**INSERT:** email[@manchester.ac.uk](mailto:stephanie.snow@manchester.ac.uk)) or telephone: 0161 (**INSERT**: Telephone number).

Further information regarding being a Public Contributor can be found in the following pages. Please read these sections and provide your signature as confirmation of your understanding. Further information on the role will be provided separately.

**Fees for attendance**

This is a voluntary role however, we will reimburse expenses incurred in connection with your volunteering [**INSERT**: details for any fees or associated costs for the project and how they will be paid)

*Please note that we will not pay fees for any meeting which you do not attend.*

**Guidance on fees and payments for Public Contributors**

For further guidance please refer to the Faculty guidance on fees and payments which are based on INVOLVE’s policy for public contributor payments:

<http://documents.manchester.ac.uk/display.aspx?DocID=40790>

It is your responsibility to inform the relevant bodies about any income you receive. This will include HMRC for tax and National Insurance (NI) purposes and the Benefits Advisory Service (see fees and payments guidance above for further information).

**Key Dates (If applicable, remove this section if not)**

[**INSERT**: key dates for the involvement/engagement if known and include regularity and when the meetings are arranged]

We hope that you will be able to volunteer on the above dates so that we can both benefit the most from the public contributor experience. However, if this is not possible, or you wish to discuss alternative arrangements, please contact (**INSERT:** name), whose contact details are below.

**Contact:**

If you have any questions or queries about your involvement please contact: [**INSERT**: contact details NAME, ROLE AND CONTACT (email and telephone)]. You should also contact (**INSERT:** name) if you wish to discuss any problems or concerns that you have in connection with your public contributor role.

Lastly, please may I extend a warm welcome to The University of Manchester.

Best wishes,

[**INSERT:** signature of the lead for the project/activity/patient group who you want the letter to be from

## Further information

Please read below pages and associated documents as they provide essential information regarding your Public involvement. You will be asked to sign this letter as confirmation that you have read and understood this information.

Please note that as a Public Contributor, you are not an employee of the University and neither party (yourself or the University) intends any employment relationship to be created now or at any time in the future.

**Confidentiality**

In the course of your Public Contributor role you may be exposed to confidential and/or commercially sensitive information.

You shall not, except in the proper course of your public contributor role, either during an engagement or after its termination (however arising), use or disclose to any person, company or other organisation whatsoever any confidential information. You should also use all reasonable endeavours to prevent the publication or disclosure of confidential information. Confidential information includes (but is not limited to) financial information; details of employees, suppliers, customers, patients or students and any information which you have been told is confidential or which you might reasonably expect to be confidential.

**Data Protection**

*Our responsibility to you:* the University will collect and process information relating to you in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Your data will be kept confidential and secure at all times, for further information regarding our privacy policy visit: <http://bit.ly/PrivacyPolicyPC>

You have the right to withdraw your consent at any time, please email (**INSERT:** staff contact)

*Your responsibility:* when handling personal data in your Public Contributor involvement you must comply with the University’s Data Protection policy which can be found here: <http://documents.manchester.ac.uk/display.aspx?DocID=14914>

For further information about Data Protection at the University visit: <https://www.manchester.ac.uk/discover/privacy-information/data-protection>.

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=37024>

**Intellectual Property**

The University’s Intellectual Property (IP) Policy requires that any IP which you create in the course of any engagement with the University must be transferred to the University as if you were an University employee. If you have any concerns about this please raise it with [**INSERT**: name of staff contact]. For further information visit: <http://documents.manchester.ac.uk/display.aspx?DocID=24420>

You will also need to comply with:

* the Information Security Policy which can be found here: <http://documents.manchester.ac.uk/display.aspx?DocID=6525>;
* the Acceptable Use Policy - IT facilities and services here: <http://documents.manchester.ac.uk/display.aspx?DocID=16277>;

On your acceptance of this role you are agreeing to abide by the policies and procedures outlined in this letter. Failure to do so will result in your engagement with the University being terminated.

Please sign and date the section below to confirm that you have read and understand the details set out in this letter. Please send the original signed copy to your named contact for their records and keep a copy of the letter for yourself.

I have read and understood the details set out in this letter.

Print name:

Signature:

Date

**Related documents and useful information:**

* If you require any advice or guidance during the course of your Public Contributor role please contact your staff contact in the first instance. If you require additional advice or guidance please contact the Faculty’s Social Responsibility and Public Engagement Team via [srbmh@manchester.ac.uk](mailto:srbmh@manchester.ac.uk) or call 0161 275 5186
* Public Contributor key information form:

<https://www.bmh.manchester.ac.uk/connect/social-responsibility/public-patients/resources/>

* Personal Emergency Evacuation plan - required if you need assistance when leaving a building in the event of an emergency evacuation. To be completed with your staff contact: <http://www.healthandsafety.manchester.ac.uk/toolkits/fire/peeps/>
* Faculty of Biology, Medicine and Health’s Social Responsibility and Public Engagement website features information on training, events, useful contacts and resources and information regarding other Public Contributor opportunities, visit: <https://www.bmh.manchester.ac.uk/connect/social-responsibility/public-patients/#public>
* Campus map: <https://www.manchester.ac.uk/discover/maps/interactive-map/>

If you would like paper copies of any of the documents mentioned in this letter sent to you please let [**INSERT**: contact name, email and telephone] know.

**Checklist (to be completed by staff facilitator)**

|  |  |
| --- | --- |
| **Has the volunteer signed and dated the form? (staff to keep original copy and store on Univeristy shared drive. Public Contributor to retain copy for their records)** | |
| **Has a copy of the Public Contributor Induction guide been provided? (contact** [**srbmh@manchester.ac.uk**](mailto:srbmh@manchester.ac.uk) **for a paper copy)** | |
| **Have you provided information about the role?**  **Has the public contributor appointment form been filled out?** | |
| **Any questions/queries about this form contact** | [**srbmh@manchester.ac.uk**](mailto:srbmh@manchester.ac.uk) **or 0161 275 5186** | |