## The Pony Club Declaration for using PELHAM database and Branch Emails

As a named Pelham / Branch email user below, the Volunteer confirms that they:

* Have DC approval to access the PC Pelham system and Branch emails
* Will not share the password with anyone not on the approved list below
* Will treat the personal information contained in Pelham with respect and not share it with other PC Volunteers, Parents or Members unless there is a clear justifiable need (eg contact details during camp)
* Understand and agree that their access to the data is to support successful running of Branch activities.
* Agree that information on PELHAM must not be used for personal gain or commercial activities
* **NB: When a Volunteers’ access is removed, a password reset must take place and the form below updated with the end date.**

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| **Volunteer Name** | **Role** | **Email - DC/Treasurer/ Branch** | **Pelham role- Edit/RO** | **Reason for access** | **Start date** | **End date** |
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Add additional rows if required.

This document must be completed and stored in the Branch Committee Notes section on Pelham It is intended as an “audit” of those who have or have ever had access to Pelham hence if a Volunteer no longer has access their name should remain on the Declaration Form with the appropriate end date.