**VOLUNTEERING RECORD**

**STUDENT-LED VOLUNTEERING PROGRAMME**

Use this sheet to record how many hours you’ve volunteered. Then, at the end of the year, we’ll be able to record these on your certificate and Higher Education Achievement Report (HEAR). You can download a copy of this form from the [Project Leader Resources](https://studentsunionucl.org/volunteering/student-led-volunteering/project-leader-resources).

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| **Name of project:** |  |
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| **Date** | **Hours** | **Activity** |
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| **Total:** |  |  |

**Data Protection:** We will use the information you provide in this form only for administration purposes relating to our Student Led Projects scheme. The leaders on the project will be able to view your name, email addresses, and phone number, but not other details you submit. We will also inform the leaders once you have met safeguarding requirements such as DBS checks, training attendance and reference checking. Your details may also be passed to external partner organisations where you will be volunteering, such as a school, hospital or community organisation, as they might need to know who is coming onto their premises and whether they have met safeguarding requirements. We won’t share your information with anyone else unless you’ve given explicit consent for us to do so. We’ll retain your details until you graduate from UCL. We take good care of your data – you can see full details at <https://studentsunionucl.org/data-protection-and-privacy-policy>