

Time Banking Guidelines



As a time bank member you have agreed that you will:

- Receive and give help.
- Always treat people with dignity and respect.
- Respect other member's viewpoints and don't promote your political, religious or spiritual beliefs to other members.
- Don't involve friends or relatives in Time bank activities by bringing them to a participant's home or venue of time exchange, unless agreed with the Time Bank as being part of a group activity.
- Respect another member's privacy or confidentiality.
- Don't exchange hours unless the time bank is aware
- Do the task at the time and place you agreed or give as much notice as possible if you can't do the task.
- Don't drink alcohol or smoke indoors while doing a task for another member.
- Don't eat or drink a member's food and drink, unless invited to do so.
- Don't use any possessions of the Time bank member, including the telephone, unless given clear permission to.
- Because you receive time credits for the task it's not appropriate to give or receive payments or gifts.
- Contact the time bank staff if you have a problem.
- Report any genuine concerns about health, safety or well-being of another member to time bank staff.

Data Protection:

The information you provide for Time and Talents will be used in accordance with the principles of the Data Protection Act 1998, and may also be added to our MILO database.

Your personal details will not be given to anyone else, unless required to do so by law. Information about your postcode, gender, age, any disability, may be used for statistical purposes, but not in any way that identifies you. If you do not wish to answer a question simply leave it blank. If you wish to view the information we hold on you, please write to our Chief Executive.

I have read and understand that Third Sector Dumfries & Galloway will use and store my details as outlined above.

Yes No

I agree to abide by the above guidelines

I consent to photos being taken of me doing activities related to time banking, for use in publicity and media.

Print name:.....

Signed:.....Date:.....