

Annex 1: Volunteer Application

Name Surname:

Date of Birth: Nationality:

Address: City: PC: Country:

Tel: Mobile:

Studies/Profession:

Animal care/welfare experience NO ☐ YES ☐

E-mail:

Have you fill in volunteer online application form? No ☐ YES ☐

Volunteering from (day/month/year) **to**

Do you have any health problems (like allergy, orthopedic?) NO ☐ YES ☐

.....

Are you in vulnerable or high-risk group? NO ☐ YES ☐

.....

Medication NO ☐ ☐ YES

Tetanus vaccination (the last 10 years) No ☐ YES ☐ (YEAR).....

I have been informed about ACTUROS volunteering Programme and I declare that I want to participate in ARCTUROS volunteering Programme.

Signature:

Date:/...../.....

Annex 2: Volunteer Code of Conduct declaration

Welcome to Greece, to ARCTUROS and to project. We wish you a pleasant stay. We are glad that by your involvement at volunteering project your participation will enhance our efforts to protect the local biodiversity. In order to make the best of your participation you will have to abide by the same certain rules and regulations with all of us (members of staff, students, external collaborators). Failure to conform to this Code of Conduct will undermine the effectiveness of the project and lead to your eventual dismissal. Therefore, if any of the following is observed, after two initial warnings that will be given, you will unfortunately be asked to leave the project without any further warning.

- Use of drugs;
- Being drunk and/or consuming alcohol while participating in the project;
- Unlawful possession of goods belonging to other volunteers or other persons;
- Being disruptive on the field;
- Aggressive behaviour or rudeness towards others (locals, tourists, students, members of staff, volunteers etc.);
- Being disrespectful or aggressive towards ARCTUROS' animals (confiscated bears/wolves/lynx, Greek shepherd dogs etc.) or towards the local wild and domesticated/stray animals;
- Releasing sensitive and confidential information concerning the project;
- Conceal of existing health issues that may risk the safety of yourself or others or animals;
- Ignoring instructions of the Project Coordinator;
- Failing to show up on the work without previously notifying the Volunteer manager;
- Publicly embarrassing yourself and/or ARCTUROS;
- Inviting or allowing unauthorised people to stay at ARCTUROS Centre, Volunteers Accommodation or to participate on your daily routine on ARCTUROS;
- Damaging or vandalizing ARCTUROS' Department field equipment or any other ARCTUROS' belongings (furniture etc.);
- Introducing changes in the pre-scheduled work without prior informing the Supervisor;
- Participating in a volunteering Programme without wearing the ARCTUROS t-shirt (a pair will be provided for free);
- Participating in work with less than 7 hours of sleep or after having consumed alcohol during the last 7 hours before the work;
- Engaging in activities outside the projects framework or engaging in activities endangering yourself or others or the project or animals;
- The use of any means of transports (other than those indicated by ARCTUROS and the Project Coordinator) during the field work. It is noted that the use of any means of transport (bicycle, motorbike, car) during your free time is permitted however will be at the sole responsibility of the volunteers and ARCTUROS bears no responsibility.

I declare that I have read and totally understood the Code of Conduct for the participants of the ARCTUROS Volunteering Project and that I totally agree with the rules and the regulations.

Date: .../.../.....

Signature of Participant Volunteer:



Annex 3: Volunteer Solemn Declaration

As of/...../.... (date) (volunteer's full name)

Under the General Data Protection Regulation 2016/679 (GDPR) framework, with this document you consent to the following:

"ARCTUROS", a Civil Partnership responsible for the protection and management of wildlife and of the natural environment (Agias Sofias 18, Thessaloniki, Tel. (+30) 23860 41500, Email: arcturos@arcturos.gr, branch office: Aetos, Florina) and in charge of the processing of your personal data, is authorized to process personal data, i.e. to collect, organize, record personal data etc.

Personal data subject to processing are simple (common) personal data such as personal details, contact details etc. which you provide to us; sensitive data are in no event required except for information regarding your state of health; this information is required so that you are protected against actions which might prove harmful to your health. The processing is done with your consent and aims at ensuring communication between you and ARCTUROS with a view to your protection and the better co-operation between you and ARCTUROS.

ARCTUROS does not proceed with any decision making or profiling based on automated data processing.

Only a data processor may obtain your personal data and your data are not to be transferred or moved to third parties (data portability) unless you make a request in writing. You also have the right of access and the right to rectification of your personal data, the right to restrict processing or to object to it and you can exercise this right by sending an application at arcturos@arcturos.gr.

Your personal data are preserved by the data processor for as long as you participate in the ARCTUROS's volunteer Programme and even upon termination of your participation in the Programme your personal data are preserved for a time period which is determined by the relevant legislation and in no event for less than a 5-year time period; your data are preserved so that they can be used for any dispute resolution etc.

Finally, by sending an application at arcturos@arcturos.gr you may also request that your personal data be erased sooner, i.e. upon termination of your participation in the volunteer Programme, and your request will be considered in accordance with what has been specified in the above paragraph.

You can withdraw your consent at any time by sending us an application accompanied by a solemn declaration in which you will be declaring that you no longer wish to participate in the ARCTUROS's volunteer Programme.

In all the afore-mentioned cases you get notified about the progress of your request by e-mail and an email is sent to the email address you have declared in your application.

In case you think that the processing of your personal data violates the legislation regarding the protection of your data you can lodge a complaint to the Personal Data Protection Authority (<http://www.dpa.gr/>).

Confidentiality Clause

With this application you are bound to secrecy with regard to any personal details or information concerning third parties, i.e. information which might have been brought to your attention (verbally, in writing, by electronic means or in any other way) within the framework of your participation in the ARCTUROS's volunteer Programme.

Your obligations:

You shall: 1) not use this information for any purpose other than the project you have undertaken to carry out and any actions related to ARCTUROS 2) not communicate, disclose, transfer or make this information available to co-workers working for ARCTUROS or to third parties unless required to do so in order to perform the tasks you have undertaken 3) not disseminate or store this information in any manner or means unless required to do so in order to perform the tasks you have undertaken.

Aetos, Florina,/....../....

The Declarant

(Signature)