**Device Donation - Recipient Agreement**

Refurb IT project that encourages individuals, communities and businesses to donate their unused devices like laptops, tablets and phones to us to refurbish and get them to people who need to build their digital skills and confidence, get online, get connected and achieve their goals.

Your referring organisation requested a device from Refurb IT in order to support you to help to build your digital skills reach and reach your goals.

Below are the terms of the donation. Please read these and sign below to accept them:

**While being supported by the organisation, you will commit to:**

* Look after the device:
* Handle the device with care to prevent damage.
* Keep the device in secure location when not in use.
* Do not leave the device unattended in a public place or in sight, in a car.
* Do not eat or drink around the device.
* Report any damage, loss or theft of device:
* If damaged or lost, you must report this to the organisation as soon as possible.
* If stolen, please report to the organisation and the police.
* Make legitimate and positive use of the device:
* Use it to build your skills, find information and services etc.
* Do not conduct suspicious or illegal activity.
* Do not use it to bully or harass someone online.
* Do not access/send offensive, inappropriate or illegal content.
* Do not lend or sell the device to others.

**After you complete the support from the organisation:**

We can only carry on doing what we do to donate devices if we show that need and value of it to our funders.

You’ll be asked to complete an evaluation form after the support/training from the organisation is complete.

Once you have completed the form and the organisation sends it to us, the device is yours to keep!

If in the future, you do not need or use the device and it still works, please contact us at refurbit@reachingpeople.co.uk or call 07737 213477 and we will take it back, refurbish it and get it to someone else who needs it.

Unfortunately, if it stops working we won’t be able to help you. But if you need to dispose of it, please do so safely and securely by wiping your data and taking it to e.g. recycling centre or stores such as Curry’s who will take it at no cost. For more details about to do this please check our website. Thank you!

**The following information is for monitoring purposes only and will always be anonymised:**

|  |  |
| --- | --- |
| Age: |  |
| Gender: |  |
| Ethnicity: |  [ ]  Asian or British Asian  |
|  |  [ ]  Black, Black British, Caribbean or African |
|  |  [ ]  Mixed or multiple ethnic groups |
|  |  [ ]  White |
|  |  [ ]  Other |

**I accept the terms set within this agreement. I understand that I must complete the evaluation form to keep the device, after I finish my support:**

**Name:**

**Signature: Date:**