# Example self-employment contract

Area Meeting Address

#### To:

#### Name

#### Address

Dear (name),

I am writing to set out the terms upon which xx Area Quaker Meeting will engage your services.

#### 1. The Services

It is agreed that you are engaged to *(eg undertake gardening services)* at xx Quaker Meeting House. The tasks required are:

*state tasks.*

It is agreed that these tasks will take approximately *(state hours)* per week / month.

You will be responsible for the provision of suitable equipment for the proper undertaking of the services.

#### 2. Fees

We have agreed that the rate for your services will be £x per hour / week / month. You should submit an invoice at the end of each month concerning the agreed work undertaken in that month. We will make payment within 30 days of receipt of the invoice.

#### 3. Status and Taxation

It is agreed that you are engaged in a self-employed capacity. It is not the intention of either party to this Agreement to create an employment relationship. Your fees will be payable gross, without deduction in respect of income or National Insurance contribution and you are solely responsible for paying any income tax due and for National Insurance contributions.

#### 4. Data protection and confidentiality

We process certain types of data about you and do so in line with the UK General Data Protection Regulation and the Data Protection Act in force from time to time. Please read our Workforce Privacy Notice for more information about the types of data processed and the reasons for the processing.

Where you, as part of the provision of your services, process data on behalf of the organisation, you are acting as a data processor. You understand your responsibilities in relation to the UK General Data Protection Regulation and have in place appropriate technical and organisational measures to ensure data is processed in accordance with those responsibilities.

You will not divulge to third parties any matters whatsoever which are ‘confidential information’, without explicit written permission from us. ‘Confidential information’ means information relating to the business of the meeting, employees, finances, or other affairs confidential to us or of our suppliers, or treated by us as such.

#### 5. Termination

Either party may terminate the arrangement by giving at least 2 weeks’ written notice to the other.

Please indicate your acceptance of these terms by signing and returning this letter to me.

An additional copy is enclosed for your records.

Yours sincerely

Name (on behalf of xx Area Quaker Meeting)

## I hereby accept the terms and conditions set out in this letter

**Signed: Date**

**Print name:**

**Signed for xx Area Quaker Meeting:**

 **Date**

**Print name:**