

The speaker booking guidelines will help keep Ripple Effect compliant with General Data Protection Regulation (GDPR) requirements. Thank you for taking the time to read this. Please get in touch with us at [ambassadors@rippleeffect.org](mailto:ambassadors@rippleeffect.org) if you have any questions or concerns about this.

## Speaker Bookings: the legalities

### Contact details

- The speaker booking form includes a statement that personal contact details given will be used to communicate about the speaking arrangements.
- These details should only be used for the purposes of making arrangements prior to the talk and for an immediate thank you/follow up if required after the talk.
- Whilst you're preparing the talk, do save relevant emails in a temporary folder. Once the activity is finished, please delete these emails. Personal data should only be kept when necessary, and prompt deletion reduces the risk of a data breach.

### Keeping in touch

If an Ambassador is arranging a talk through their own contact please make sure the contact person has read or been told the statement below:

*Many supporters want to stay in touch and we hope you do too. We will use the information you provide to process any donations, fundraise, to let you know about news and events and to understand our supporters better. We will never sell or trade your details. You can update your preferences at any time by calling us on 01225 874222 or email us at [info@rippleeffect.org](mailto:info@rippleeffect.org).*

### DBS information

If you are completing the booking form on behalf of the group you can email the statement to the contact person or read it over the phone:

*Do you acknowledge that Ripple Effect Ambassador speakers are not DBS checked by Ripple Effect, and therefore must be accompanied at all times when with children or vulnerable adults?*

### Donations

When a donation is made, the office will send a thank you communication. Please ensure that contact information on the [Donation Form](#) is accurate. Should a thank you NOT be required, please indicate this clearly on the Donation Form.

### Keep in touch

Please always have some [Keep in Touch](#) forms with you at talks so that you can collect contact details of anyone who says they would like to hear further from Ripple Effect. Remember to keep these forms safe and send them onto us at the earliest opportunity. **If you choose to scan them into an email, please safely destroy all information immediately.**

## Speaker Bookings: the process

### Speaker bookings generated from the office

We process the forms and send the details to the closest ambassadors or, where there is a regional coordinator, we will send it to them first.

- **If you are able to fulfil the speaker request**, let us know immediately and then get in touch with them and make arrangements from there.
- **Please always let us know via [Ambassadors@rippleeffect.org](mailto:Ambassadors@rippleeffect.org)** when you have confirmed the date or if you make any changes to the date.
- **If you are unable to fulfil the request**, let us know and we will then get in touch with the person who has made the request. Sometimes, we can offer a video call as an alternative. If they are not interested in that, we will do what we can to keep them engaged by sending them a video or a presentation that they can use with their group.
- **We love to hear how you've got on with your talk**, please keep us posted!

### Speaker booking generated by you

- Start your own ripples in the communities where you live and work by giving talks and hosting events with your networks. Please do let us know what you are doing so we can keep a record of everything that is going on and enjoy seeing the ripples you are making where you are!
- **Please log your talk or event as soon as you have a date**
- **You can log your talk [here](#) and you can log your event [here](#)**

### After the talk/event

#### Thanking

- Please do thank your contact after the talk/event.
- Once you send in any donations that might occur from your talk/event, then we will generate a thank you to the group or organisation. Do let us know if there is anything specific you'd like to mention.

#### Data protection

- Please [send us a summary](#) of any relevant information so we can save it on our database for future reference, which may be useful to you for a future talk with this group.
- **Then** delete all the emails about this event from you inbox.

### **Reviewed on 17/02/26 by Ann Hatton, Community Manager**

*Ripple Effect International is a charity registered in England and Wales (299717) and Scotland (SC049792) and is a company limited by guarantee (02290024). Registered office is at Runway East, Kings Court, Parsonage Lane, Bath, BA1 1ER*