

## **COMMUNITIES 1st**

### **Volunteer confidentiality agreement**

During your volunteering with Communities 1st you may have access to information of a confidential nature in order to carry out your role. We have a responsibility to ensure individuals and other organisations can trust us, and so we ask anyone who has access to sensitive information to be clear on what they can and cannot access or share.

Confidential information may be written, spoken or electronic and may include:

- phone conversations
- employment information
- medical/health information
- personal financial information
- emails/letters
- documents or contracts
- commercially sensitive information about the charity's activities, finances or planning

Communities 1st complies fully with the General Data Protection Regulation (2016/679 EU). The General Data Protection Regulation Act makes it unlawful to disclose sensitive information about individuals without the person's prior permission.

As part of your induction we will explain to you what information you can and cannot access and give you guidance on what you can and cannot share. You will also be provided with a copy of the charity's Data Protection policy. We require all volunteers to comply with the charity's policies and procedures in order to ensure good Data Protection and confidentiality practice and compliance. Please read this carefully and should you need any clarification or have any questions please speak to your staff contact.

In line with our commitment to upholding Data Protection practices and legislation, if a volunteer in a role identified to have such responsibilities does not comply with this agreement, we would not be able to take them on as a volunteer or they may be asked to step down from their volunteer role. We will always try to find an alternative role for volunteers where data protection would not prevent them from joining us.

Confidential information is held on trust and should not be discussed outside Communities 1st or in general conversation, and must not be used for your own purposes. Your duty of confidentiality is indefinite and continues after your involvement with the charity has finished.

During your volunteering with the charity you may be provided with access to the network and be given a Communities 1st email address. All emails sent from a Communities 1st email addresses are regarded as official documents and should not be used for personal use.

For further information on the General Data Protection Regulation Act or the charity's Data Protection policy or this agreement, please contact the Volunteering team.