**XXX Organisation Name**

SPACE FOR YOUR LOGOS/DETAILS TO GO HERE

**VOLUNTEER CONFIDENTIALITY AGREEMENT**

Whilst volunteering with **XXX** you may have access to information of a confidential nature in order to carry out your role. **XXX** have a responsibility to ensure individuals and other organisations can trust us with their information, and so we ask anyone who volunteers with us to sign this Volunteer Confidentiality Agreement.

**XXX** complies fully with *the****General Data Protection Regulation****(EU) 2016/679 ("****GDPR****”).* The General Data Protection Regulationmakes it unlawful to disclose sensitive information about individuals without the person’s prior permission. Sensitive and confidential information may be written, spoken, visual or electronic records.

All **XXX** volunteers receive an induction, during which you will be asked to read and comply with **XXX** Data Protection Policy and the procedures set out within it. If you have any questions regarding the Policy, please speak immediately to your named line manager or any other member of the **XXX** management team.

Should any **XXX** volunteer not comply with this Agreement, **XXX** would not be able to take them on/retain them as a volunteer (however, we would attempt to find an alternative role for volunteers where data protection would not be an issue).

Confidential information is held on trust and should not be discussed outside **XXX** 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 **XXX** has finished.

During your volunteering with **XXX** you may be provided with access to the IT network, related **XXX** accounts (e.g. website, social media, VC Connect) and be given a **XXX** email address. Emails sent from an **XXX** email address, or digital content posted online via **XXX** accounts, are regarded as official documents and should not be used for personal use or to express personal views.

***I have read, understood and agree to comply with the above statements:***

|  |  |
| --- | --- |
| **Volunteer Name:** | **Volunteer Signature:** |
| **Volunteer Role:** | **Date signed:** |
| **XXX Line Manager Name:** | **XXX Line manager Signature:** |