Confidentiality Declaration

This declaration highlights some key issues around confidentiality that volunteers must be aware of.

1. Maintaining the confidentiality of certain information is necessary and we are committed to practices and procedures that reflect this.
2. Information our service users give to staff or volunteers in confidence should only be used for the purpose intended. Therefore, staff and volunteers will not normally divulge information that could compromise a person's safety or right to privacy.
3. To make sure volunteers comply with the Data Protection Act 2018 they need to be aware of the following:

   Personal or sensitive information covers the following
   - Racial and ethnic background
   - Religious, cultural or political beliefs
   - Trade Union membership
   - Sexual orientation
   - Criminal record or history
   - Health records
   - Personnel records

   Confidential information covers the following
   - Home contact details (addresses, phone numbers and email addresses)
   - Financial history
   - Membership records
   - Funding information
4. Staff and volunteers work as a team and so will liaise and share information about groups and individuals where this is appropriate to ensure good service delivery.
5. Any personal data and/or sensitive information stored or monitored should be treated confidentially and only shared with appropriate staff or volunteers when necessary for operational and safety purposes.
6. The above applies to all information gained in our professional relationship with service users, staff and volunteers, including verbal, written and computer records.

Volunteer Declaration

1. As a volunteer I have read and understood the above declaration on confidentiality and agree to volunteer within these arrangements.
2. I will maintain the confidentiality of personal, sensitive and/or confidential information.
3. I will only discuss these details with other volunteers or staff members if it is appropriate or necessary to carry out my role as a volunteer.
4. I will not mention names or other details with people outside the organisation.