



Volunteer Non-Disclosure Form 2024/25

In order to protect the confidentiality of the affairs of Tŷ Hafan, you agree that you will not, either during your period of volunteering or after its termination, disclose any private or confidential information, dealings or transactions concerning the service users, employees, business, accounts, affairs or finances of Tŷ Hafan (including without limitation, any information relating to any customer, supporter or donor of Tŷ Hafan or anyone else with whom Tŷ Hafan has any dealings).

You agree that you will use your best endeavours to prevent the disclosure of any such information by anyone else. You agree that you will not use any such information in any way for any purpose other than those of Tŷ Hafan. The obligations contained in this clause shall not apply to any information or knowledge which becomes available to the public through default.

You agree you will only access, use and transmit private and confidential information using organisation authorised hardware, software or other equipment, such as the laptop provided to you, as required within the duties of your role. Any equipment provided to you must remain on Tŷ Hafan premises, unless at-home use is permitted by the IT department and your manager.

During your period of volunteering at Tŷ Hafan, you may receive information from or about children and their families. All such information is confidential and should be treated with strict confidentiality. You agree that you will not, either during your period of volunteering or after ceasing involvement, disclose to anyone and will use your best endeavours to prevent the disclosure to anyone, of any such confidential information.

Issues with confidentiality may include but are not limited to:

- Accessing personal information that you do not require as a part of your volunteer role
- Misusing or disclosing personal information without proper authorisation
- Unauthorised altering of personal information of service users, donors, other volunteers, Tŷ Hafan employees or anyone else whose information you have access to
- Disclosing usernames or passwords to other individuals to enable unauthorised access to personal information or Tŷ Hafan systems/databases.

By signing below, you confirm you agree with the above and understand that any violations of privacy or confidentiality may be subject to disciplinary action which may include termination of your volunteer position.

Signed: Date:

Print:.....