



## Volunteer Confidentiality Agreement

As a volunteer at the charity, you may have access to (or may learn of) information of a confidential nature including personal volunteer, donor, supporter, general public and/or those of people visiting a food bank. Confidential information includes (but is not limited to) food bank vouchers, data collection system entries, data logged on Assemble Volunteer Management System, Peakon, spoken words and presentations, printed documents, loose notes, diaries, memoranda, drawings, photographs, electronic, magnetic and optical storage, and computer printouts.

When someone gives us any confidential information, they need to be sure that we will not pass this on to anyone else without their prior permission and that such will be handled in line with the latest data protection legislation. This includes ensuring confidential information is never disclosed to people outside of the project.

The only exception to this is if you have been party to any information which raises a concern to you, such as a safeguarding matter. In this case, you will be expected to share this with your Main Contact who will follow up in line with the charity's safeguarding procedures and policy.

### Confidentiality Statement

I understand that while volunteering with the Trussell Trust / food bank I may come across information that is confidential. I agree that I will never disclose such confidential information to anyone outside of the project, subject to the exception outlined above.

I also agree to respect the intellectual property of the Trussell Trust and food bank. I will not to pass on any forms or documentation I may use in the course of volunteering anyone outside of the project.

I understand breaches of this agreement could result in termination of my role as a volunteer and may lead to a case being raised with the ICO (Information Commissioners Officer)

Signed ..... Date

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Name.....