

# Declaration Regarding Confidentiality

This declaration highlights some key issues around confidentiality that you must be aware of. If you would like to read our organisation’s full confidentiality policy, please ask a staff member.

1. We recognise that maintaining the confidentiality of certain information is necessary and are committed to practices and procedures that reflect this.
2. We recognise that information our service-users give to our staff or volunteers in confidence should only be used for the purpose intended by the service user. Our staff and volunteers will not normally divulge information that could compromise a person’s safety or right to privacy.
3. The policy applies to all information gained in our professional relationship with the service user: this information includes verbal, written and computer records as well as items such as messages on social media.
4. To ensure that as a member of our volunteer team you comply with the requirements of the General Data Protection Regulation 2018 and the Data Protection Act 2018, you need to be aware of the following:

* **Personal or sensitive information covers:**
* racial and ethnic origin
* political opinions
* religious or other beliefs of a similar nature
* trade union membership
* physical or mental health or condition or medical history
* sexual life
* criminal record, allegations and/or criminal history
* personnel records and payroll information
* **Confidential information covers:**
  + home contact details (addresses, e-mails and phone numbers)
  + financial history
  + membership records
  + funding information

1. As a volunteer you will be working as a team with other volunteers and members of staff. You will liaise and share information about groups and individuals where this is appropriate to ensure good service delivery. You will also keep records, monitoring data and mailing lists relating to your work with individuals and groups. You will receive clear instructions about how you will process this information.

**Volunteer Declaration:**

* As a volunteer I have read and understood the above declaration on confidentiality and agree to work within these arrangements and instructions.
* I will maintain the confidentiality of the personal, sensitive or confidential information of all Voluntary Action Sheffield’s clients, service users, volunteers and staff as required.
* I will report any potential or actual breach of the confidentiality provisions.
* I will only discuss these details with other volunteers or staff members if it is appropriate or necessary to do my role as a volunteer.
* I will not mention the names or other details of clients and service users in conversation with people outside the organisation.

Print Name Date:

Signed