



## Volunteer Induction: Confidentiality and Data Protection

### Volunteer Name:

While you're volunteering you may come into contact with and use confidential information. That information might be about people, such as names and addresses or even information about people's circumstances, families, health and other private matters. We have to make sure individuals and other organisations can trust us, so it's vital everyone understands what information they can and cannot share.

### What we'll do to help you:

- During your induction we'll explain to you what information you can and cannot access.
- Give guidance on what you can and cannot share.

### What you need to do to help us:

- You must not pass on any of our company information or any information we have regarding others to anyone outside of the organisation.
- You must ensure that you lock away any personal data relating to an individual when you leave the office or your workstation.
- If you are accessing information on our databases, you must not use this for any unlawful reason and you must not copy our information on paper or otherwise.
- If you are photocopying information please ensure you take it all with you and do not leave items on the copier or in the photocopier room.
- You must not send personal data by email or copy personal data to any type of removable media, for example, disk or USB stick.

No one should make assumptions about sharing confidential information with other employees, volunteers or organisations. If you are not sure about what information you're allowed to share then please talk to your supervisor. If they are not available, then please take down the query and any details and your supervisor will deal with the matter.



## Volunteer Induction: Confidentiality and Data Protection (continued)

**Volunteer Name:**

**Signature:**

**Date:**

**Manager Name:**

**Signature:**

**Date:**