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**Volunteer Data Protection & Confidentiality**

Volunteering at The Passage means being respectful and responsible for any personal data you come in contact with. Personal data is information that can identify a person, be they a client, supporter, volunteer or member of staff. This information could be a name, email address or any other reference. All information collected, stored, processed or viewed at The Passage must, by law, follow data protection legislation.

The purpose of this form is to confirm you understand data protection and that you will follow the Passage’s data protection policies and procedures. The form will be scanned then shredded; it will be deleted when you are no longer a volunteer, but may be retained for up to a year after you leave within a backup file.

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| **Name:** | **Volunteer Role :** |

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| I have read the Passage’s data protection policies and procedures, and understand my responsibilities | |
| **I will only access, use and save** client, personal or Passage information as instructed by my supervisor and as part of my volunteer role.  **I agree not to disclose** any information of a personal or confidential nature to any person not connected with The Passage.  I understand that in the course of my volunteering I may learn certain facts about individuals or the organisation in general that are of a highly confidential nature.  **I will not copy, export, email, remove or share by any method**, information that I have access to, or have use of; except as defined by my role and any data protection policies and procedures associated with it.  **I will not forward** (to personal or other accounts) or upload / backup (to online or offline storage) or save / backup (to removable storage or within email systems) any internal, personal or Passage information. For written or printed documents, I will only copy / fax / scan / print as directed by my supervisor and will ensure nothing is retained (unless for an agreed purpose and in an agreed location).  For forms, letters and other documents that may contain personal data (whether names, addresses, photos, or highly confidential information such as bank details**), I will ensure these are handled, stored and disposed of carefully** and under the guidance of my supervisor. e.g. lock draws, use shredding bags.  For client, accounting, fundraising, volunteering, HR or any other Passage information systems I have been granted controlled access to; I will only access these systems as part of my role; and I will not discuss information I use or view or access to anyone, unless necessary for my role.  I will let my supervisor and the Passage’s data protection co-ordinator ( the Information & Outcomes Manager)know, **as soon as I am aware** of any actual or potential compromises to personal or Passage information, in terms of confidentiality, security or requirements under data protection legislation. I will also let my supervisor know as soon as someone requests to see information the Passage holds about them. | |
| **Signed:** | **Date:** |