**GDPR and DATA PROTECTION AGREEMENT**

In the course of your volunteering at ***[insert organisation name]*** 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. It might be about technical, commercial or financial matters.

We have to make sure that we safeguard ourselves and those individuals and other organisations who we interact with. It’s vital everyone understands what information they can and cannot share.

**What we’ll do to help you**

Through our Data Protection Policy we will:

* 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 divulge any of our organisational information or any information we have regarding others to anyone outside the organisation***.***
* You must not send personal data relating to others or the organisation by email or copy personal data to any type of removable media, for example, disk or USB stick.
* You must not pass information to others orally or in written form on personal circumstances of other volunteers unless with agreement of the individual concerned or unless it is in the specific interest of the individual or organisation in relation to safety, security or general wellbeing. In this case information should be passed in the first instance to ***[insert named member of staff]***.
* If your volunteering gives you access to personal information you must:
* Ensure that you follow specified procedures and maintain confidentiality and security of personal data relating to individuals.
* If you are accessing information on our databases regarding the organisation or individuals, you must not use this for any unlawful reason and you must not copy our information on paper or otherwise.
* Not take personal information home unless with permission and only then if it has been encrypted.
* 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.

Our Data Protection Policy explains our rules and guidelines relating to working with personal information and helps both staff and volunteers ensure that they do not breach the GDPR, which provides strict rules in this area. It is important that you keep our information safe.

**Further support**

If you are in any doubt about what you may or may not do, wish to seek advice or disclose a data protection breach, ie. loss, theft or unauthorised access to personal information, please contact ***[insert named member of staff]***.

**What we will do if you do not follow these guidelines**

You will find a section in the Volunteer Policy about how we deal with the problems or concerns we may have with your role or behaviour. We will implement this policy if we think you have not followed these guidelines.

**Declaration**

I understand what I am being asked to do in relation to confidentiality and data protection and will follow the guidelines so that ***[insert organisation name]*** can continue to be trusted and respected by all who come into contact with us.

Name (block capitals): ……………………………………………………………………………………….

Signed: …………………………………………………………………………………………………………

Date: …………………………………………………………………………………………………………..