



## BARROW UPON SOAR GOOD NEIGHBOUR SCHEME (BGNS)

### Volunteer Confidentiality And Data Protection Agreement

**F009**

How organisations collect, manage and work with people's information is covered by the Data Protection Act 2018. How BGNS uses data is detailed in **Data Protections & Privacy Policy (P001)**.

You have been identified as taking on a role that will have a degree of contact with data. We ask you to complete this form acknowledging you understand your responsibilities towards safe data management and confidentiality.

Information should only be gathered that is specifically needed for any given purpose, and those who collect the data must follow procedures in place to ensure it is held in a safe and secure format. You may come into contact with data through meetings, via verbal conversations, or in written or digital formats; this agreement to handle data confidentially extends to all of your dealings in your role.

If you ever become aware of a data breach or there is a risk of a breach please notify the Data Protection Officer immediately by emailing [dataprotectionofficer@barrowuponsoargns.org.uk](mailto:dataprotectionofficer@barrowuponsoargns.org.uk)

Periodically it will be necessary for volunteers to undergo further training and development to ensure we maintain the highest principles in data management.

*As a Barrow Upon Soar Good Neighbour Scheme Volunteer I will not discuss information about individuals I gain access to through delivering my role, send it by any means to any third party unless I am explicitly authorised to do so, share it in general conversation or use it for my own purposes whilst in my volunteering role or once my volunteering role has ended.*

**I have read and I agree to comply with the above agreement:**

<b>Volunteer Name:</b>		<b>Volunteer Role:</b>	
<b>Volunteer Signature:</b>		<b>Date:</b>	