

Volunteer's/employee declaration of confidentiality

I, declare that I will keep in strictest confidence any personal details or confidential information, particularly that concerning young people, which may become known to me during the course of my duties as an volunteer with the Porch Project Hadleigh. I understand that I am required to comply with the Data Protection Act 1998, which governs the disclosure of personal information relating to living individuals.

I understand that the term "personal and confidential information" includes any information concerning a young person's personal details. I also understand that I should not disclose names of any young person, past, present or future, where known, I have met or been aware of in my capacity as a volunteer, nor make any references, which would identify them to unauthorised persons.

I undertake neither to disclose any such information to an unauthorised person nor to discuss it with any person in any public place or where others could overhear it. I undertake to maintain this duty of confidentiality after my term as a volunteer comes to an end. I further understand that any unauthorised disclosure of information by me will result in the termination of my role as a volunteer and may also render me liable to legal action.

Signed

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Date

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Glossary:

Personal details:

Name and address:

Unauthorised Persons:

Young person's relatives, friends and neighbours; staff or volunteers not currently involved in the care of the client; members of the public including the volunteer's relatives, friends and neighbours; telephone callers purporting to be medical staff or relatives etc. **These lists are not exhaustive and care should be taken not to disclose personal or confidential information for any reason.**