

## Volunteer's 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 a volunteer with the Porch Project. 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, that 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. 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 render me liable to legal action.

Signed

.....

Date .... / .... / ....

### **\*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.

**This list is not exhaustive and care should be taken not to disclose personal or confidential information for any reason.**