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**Confidentiality Agreement**

The Trust requires its volunteers to maintain the confidentiality of information which they may acquire in the course of, or arising from, their voluntary role.

Any unauthorised disclosure of information regarding patients, staff, volunteers and/or the building itself will be treated as a serious breach of conduct, which could lead to the termination of the voluntary placement.

This confidentiality obligation will continue should the volunteer’s placement with the Trust be terminated, although it is not intended to restrict freedom of speech or the raising of legitimate concerns in respect of Trust procedure.

**Declaration**

I understand the importance of confidentiality issues and agree not to disclose any information I acquire, or to discuss such matters either within or outside the Trust.

**Signed**

**Print Name**

**Date**

**My Confidentiality**

I am happy for the Voluntary Services Manager (VSM) to hold my personal details on a confidential database/mailing list. At their discretion, the VSM may share this information on a need-to-know basis with other designated staff.

This information is for the use of coordinating rotas and will not be used by an outside organisation without my consent.

**Signed**

**Print Name**

**Date**

Please take a copy and return completed form to the Volunteers Office, Tickhill Road Hospital

**APPENDIX D**



**IG/ Data Protection Principles**

1. Personal data shall be processed fairly and lawfully

* Personal data must be obtained by fair means, in particular, the person from whom it is obtained must not be deceived or misled as to the purpose for which their data will be processed

1. Personal data shall be obtained only for one or more specified and lawful purposes
2. Personal data shall be adequate, relevant and not excessive in relation to the purpose(s) for which it was obtained
3. Personal data shall be accurate and kept up to date
4. Personal data shall not be kept for longer than is necessary for the purpose(s) for which it was obtained

* NHS organisations must follow the Records Management NHS Code of Practice

1. Personal data shall be processed in accordance with the rights of the data subject, which include:

* Being able to view the data that an organisation holds on them, usually for a small fee
* Requesting that incorrect information be corrected
* Requiring that data is not used in any way that may potentially cause damage or distress
* Requiring that their data is not used for direct marketing purposes

1. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of or damage to personal data
2. Personal data shall not be transferred to a country outside the European Economic Area unless that country ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

**Declaration:**

I agree to comply with the principles of the General Data Protection Regulations (GDPR) and the other guidelines I have been given relating to Information Governance

Signed ……………………………………………………….. Date..................

Please take a copy and return completed form to the Volunteers Office, Tickhill Road Hospital