**Volunteer Confidentiality Agreement**

Thank you for volunteering your services to the Parish of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your time spent volunteering is deeply appreciated. In carrying out your voluntary work, you may come across sensitive information that we need to protect in line with the General Data Protection Regulations. To volunteer your services, you are required to comply with the following;

1. As a volunteer, some or all of the confidential and personal information you come across may contain ‘personal data’ and ‘sensitive personal data’ within the meaning of GDPR and Data Protection Legislation, and you therefore agree to comply with any obligations under this legislation
2. You agree not to disclose to any unauthorised person for use for your own benefit or the benefit of any organisation, whether during or after your time as a volunteer with the Parish, any information in relation to the ministry, finances, or business of the Parish that has come into your knowledge unless required to do so by Law.
3. You agree to exercise due care to ensure that any information you give to others as you volunteer with the Parish or otherwise, is information that is required to be given and is given to a third party entitled to receive such information.
4. You also agree to ensure that all material you have access to in the course of your volunteer work with the Parish is properly safeguarded and treated in a confidential manner.
5. Failure to comply with the above may result in termination of your volunteer status with the Parish.

**Declaration:**

I confirm that I have read the above statements and agree to comply with them. I agree to adhere to all confidential requirements in this agreement or as may be otherwise directed in writing by the Parish Priest as a volunteer.

***Please complete this form in BLOCK CAPITALS and return to the Parish Priest***

|  |  |
| --- | --- |
| **Full Name:**  |  |
| **Signature:** |  |
| **Date:** |  |

**Privacy Notice**: Your personal information will be stored to verify that you have received and agree to be bound by the terms of the confidentiality agreement in lieu of any voluntary work that you carry out for the Parish. Your personal information is gathered for this purpose only and will not be shared with anyone.