**Volunteers Confidentiality and Data Protection Commitment Form**

**SUMMARY POINTS**

Independent Age has an obligation to protect all forms of information - its own and especially that of others who have entrusted their information to us in order to provide them with a service. We do this by following the requirements of the Data Protection Act 1998.

This agreement indicates that you are aware of your responsibilities to keep personal and sensitive information safe and secure and not to divulge it to others who **do not need to know** or are **not authorised** to view this information. If in doubt of who is authorised to view certain types of information, please seek the advice of your Independent Age contact in the first instance, or the Independent Data Protection Officer in their absence.

The agreement also highlights Independent Age’s commitment to keep your own personal information securely and not divulge it to any other party without your explicit consent or unless required by law.

## DUTY OF CONFIDENTIALITY AND DATA PROTECTION REQUIREMENTS

* 1. All volunteers when carrying out their volunteering for Independent Age may work with and overhear confidential information relating to other volunteers, employees, service users and people supporting Independent Age.
	2. In order that personal information is handled according to the requirements of both common law and the Data Protection Act 1998, you are required to

maintain the confidentiality of personal information and must follow Independent Age’s Data Protection Policies and procedures.

* 1. When volunteering for Independent Age, you agree:
1. To treat all information about employees, service users, people supporting Independent Age and volunteers as confidential.
2. To adhere to Independent Age’s Data Protection and Data Privacy Guidelines for volunteers. .
3. To only disclose personal information only with your Independent Age contact.
4. That all confidential information about Independent Age – that is, information not available in the public domain – must not be disclosed.
5. When volunteering in open/public spaces, including in hotels and coffee shops etc., you are mindful of your surroundings and others in the immediate space who may overhear sensitive conversations, and personal information is not disclosed.

## YOUR PERSONAL INFORMATION

* 1. To volunteer for Independent Age, we need to keep some personal details about you on our database(s). We need to keep these records so that we can administer and manage the organisation efficiently.
	2. The personal information will be available to a limited number of Independent Age employees with a need to access the information, to others authorised by you and/or by us to receive the information and to those to whom we are legally obliged to disclose it.
	3. By signing this agreement, you confirm your understanding of how Independent Age will handle your information
	4. Independent Age is the Data Controller for your personal information, registered at 18 Avonmore Road, London, W14 8RR.

## Please sign below and return this form in the pre-paid envelope:

|  |
| --- |
| I have read and understood the ‘Volunteers Confidentiality and Data Protection Commitment’ above and how Independent Age will handle my own personal and sensitive personal information. I understand that any breach of confidentiality, or unauthorised disclosure of information, may result in my volunteering with Independent Age being brought to a close. I understand that this agreement lasts in perpetuity. |
| Signed: |  |  Postcode:  |
| Print name (in capital letters): |  | Date: |  |