

DATA PROTECTION AND CONFIDENTIALITY POLICY

Agreement for volunteers

Introduction and background

This policy and commitment agreement should be signed by all volunteers undertaking work or accessing our database(s), website(s), paper records or verbal information that give access to personal and/or confidential information. This information may relate to service users, supporters, staff, volunteers, researchers and healthcare professionals.

In order that personal information is handled according to the requirements of both common law, the Data Protection Act 2018 and the EU General Data Protection Regulation, you are required to maintain the confidentiality of personal information and must follow The Brain Tumour Charity's Data Protection Policies and Procedures.

Data Protection

When volunteering for The Brain Tumour Charity, I agree:

- I will treat all information about service users, supporters, staff, volunteers, researchers and healthcare professionals as confidential.
- I will only access data for the agreed duties for which I am authorised. On no occasion will I use any personal or confidential data for personal interest/advantage, or for any other business purposes.
- I will maintain the privacy and confidentiality of all accessible data and understand that unauthorised disclosure of personal/confidential data to a third party would be a breach of confidence and may also be an invasion of privacy if I access more information than that for which I have been given approval. This may result in civil and/or criminal actions against me.
- I will not disclose confidential or personal data or information to anyone other than those to whom I am authorised to do so.
- All personal or confidential information will be kept secure while in my custody and no copies or notes containing personal identifiable information will be retained by me on completion of the agreed duties. If I am given permission to access personal information from home, I will keep this secure through password protection on all electronic devices and locking away any personal information on paper so it is not accessible to other members of my household or visitors.
- I agree to notify The Brain Tumour Charity immediately should I become aware of an actual breach of confidentiality or a situation which could potentially result in a breach, whether this be on my part or on the part of another person.
- If in doubt about any aspect of handling confidential or personal information, I will check with a member of staff at The Brain Tumour Charity.
- I understand that I will continue to be bound by this Policy and Agreement after my access to The Brain Tumour Charity's data and after completion of my volunteering role.

Confidentiality and disclosure

You must not give, or disclose to, any other person or organisation, except as required by law or to carry out your voluntary role, confidential or sensitive information or trade secrets to which you have access in the course of your voluntary role relating to business, finances or affairs of The Charity. This also applies after you have finished a voluntary role with The Charity.

All information relating to The Charity and its subsidiaries, associates, customers, beneficiaries and suppliers, however stored, is the property of The Charity and you must not keep such information nor use it for your own purposes. This restriction will not apply to information which becomes public other than through unauthorised disclosure by you. As and when your volunteer role with The Charity comes to an end, for whatever reason, any such information in your possession must be handed back to The Charity.

<input type="checkbox"/> I confirm I have read and understood this Policy and agree to abide by it.		
Signature:	Full name:	Date:

Version: 2.0

Policy owner: Louise Taylor

Last updated: 14/02/2019

Last updated by: Louise Taylor

Signed off by: Andrew Warren

Signed off date: 14/02/2019

Due for review by: One year from sign off