



## Data Protection and Confidentiality Agreement

As a volunteer with PSPA we will share with you information about individuals to enable you to carry out your role effectively. PSPA sets out clearly your responsibilities regarding this information in the Confidentiality policy Data Protection guidance.

This guidance does not only cover information shared with you by staff, but also information that may be given to you by other people at meetings. We need to be sure that we will not pass this to anyone else without their prior permission.

The only exception to this is if you have been party to any information which raises a concern to you for example; - a child protection issue or safeguarding of vulnerable adults (SOVA). In this case you will be expected to share this with the Helpline Manager.

I (name in capitals) \_\_\_\_\_

I have read and understood the above policy and guidance and agree to carry out my role in accordance with these. I understand that any unauthorised release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality. I further understand that any breach of the duty to maintain confidentiality could be grounds for immediate Dismissal and/or possible liability in any legal action arising from such breach.

Signed \_\_\_\_\_

Date \_\_\_\_\_

