**Volunteer Confidentiality Agreement**

Thank you for volunteering your services to the Parish of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In carrying out their voluntary work, volunteers may come across sensitive information that needs to be protected in line with the General Data Protection Regulations. All volunteers of the Parish/Diocese are required to comply with the following terms and conditions:

1. All confidential and personal information disclosed to volunteers in the course of their work with the Parish/Diocese is properly safeguarded and kept strictly confidential.
2. This information may contain ‘personal data’ and ‘sensitive personal data’ within the meaning of GDPR and Data Protection Legislation and shall not be disclosed or otherwise made available by volunteers to any person, except in accordance with the obligations set out under this legislation.
3. If volunteers are required to disclose confidential or personal information in accordance with law or by a court or similar order, other than in accordance with the Diocesan safeguarding policy and procedures, nothing in this declaration prevents them from doing so. However, in those circumstances, parties must inform the relevant Church authority without delay.
4. Volunteers agree to exercise due care to ensure that any information given to others as an volunteer with the Parish/Diocese or otherwise, is information that is required to be given and is given to a third party entitled to receive such information.
5. Volunteers agree not to disclose to any unauthorised person for use for their own benefit or the benefit of any organisation, whether during or after their time as a volunteer with the Parish/Diocese, any information in relation to the ministry, finances, or business of the Parish/Diocese that has come into their knowledge unless required to do so by Law.
6. Failure to comply with the above may result in termination of a volunteer’s status with the Parish/Diocese.

**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.