

### **Volunteer Confidentiality Agreement**

As a volunteer for Chesterfield foodbank, you may have access to or may learn of information of a confidential nature including personal volunteer, donor and/or client details. Confidential information should not be disclosed to people outside of the project.

When someone gives us any confidential information, they need to be sure that we will not pass this on 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, such as a safeguarding matter. In this case, you will be expected to share this with your Centre Manager or the Project Coordinator/Designated Safeguarding Lead.

Confidential information includes, but is not limited to foodbank vouchers, data collection system entries, passwords, printed documents, photographs, electronic, computer printouts and any information gathered informally.

#### **Confidentiality Statement**

I understand that while volunteering with Chesterfield foodbank I may come across information that is confidential. I agree that I will never disclose such confidential information to anyone outside of the project, with the exception of safeguarding concerns as outlined above. I agree that I will not misuse accounts (e.g. anything that would put the reputation of Trussell Trust or Chesterfield Foodbank in disrepute) email/social media accounts, the website or the telephone.

I also agree to respect the intellectual property (e.g. copy rights, patents and trademarks) of The Trussell Trust and not to pass on any foodbank forms or documentation I may use for Chesterfield Foodbank to anyone outside of the project.

I understand breaches of this agreement could result in termination of volunteering with the foodbank.

Name..... Signed ..... Date .....