**Volunteer Confidentiality Agreement**

In carrying out your work, you may come across sensitive information that we need to protect, in line with the General Data Protection Regulations. When undertaking voluntary work for the Diocese, you are required to comply with the following:

* You agree not to disclose to any unauthorised person or use for your own benefit or for the benefit of any other organisation, business or company, whether during or after your time with the Diocese, any confidential information relating to the affairs, finances, ministry or business of the Diocese that has come into your knowledge in the course of your volunteer work unless required by law to do so.
* You agree to exercise due care to ensure that any information you may give to others in the course of your duties as a volunteer or otherwise is information that is required to be given and is given to a party entitled to receive such information.
* You agree you will not discuss any confidential details of your volunteer work with any representatives of the media or publicise any of the confidential aspects of your work orally or in writing or any other medium of communication.
* You also agree to ensure that all confidential material you have access to in the course of your volunteer work is safeguarded and treated in a confidential manner. Any confidential documentation should be locked away at the end of the day and cannot be removed from diocesan/parish premises, unless express permission is granted to do so.
* You agree not to take any confidential work, and work that contains personal details, away from the premises to be worked on at your home or anywhere else, unless express permission is granted to do so.
* You are expected to be conscientious and loyal to the aims and objectives of the Diocese and not do anything that would harm its interests, having regard at all times to the ethos and teaching of the Catholic Church.
* Failure to comply with the confidentially policies of the Diocese may result in termination of volunteer status with the Diocese.

 -------------------------------------------------------------------------------------------------------------------------------------------------- I confirm that I have read the above statements and agree with them and I will therefore adhere to all confidential requirements contained in this agreement or as may be otherwise directed to me in writing by my supervisor.

***Please complete this form in BLOCK CAPITALS and return this form to the Parish Priest or Volunteer Coordinator (as appropriate)***

|  |  |
| --- | --- |
| Full Name:  |   |
| Signature:   |   |
| Date:  |   |
| Volunteer Coordinator / Parish Priest:  |   |
| Dept. /Parish:  |  |

**Privacy notice:** Your personal information will be stored to verify that you have received and agreed to be bound by the terms of the Confidentiality Agreement in lieu of any work that you do for the Diocese of Westminster. This information will not be sold or shared with anyone.