

ST. EDMUNDSBURY BOROUGH COUNCIL

Volunteering – Confidentiality Agreement

This is to confirm that during your volunteering with this Authority, you are required to be aware of, and abide by, this Council’s rules. In particular, those relating to Discipline and Health and Safety at Work.

You are reminded that during the course of your work you may have access to personal and highly confidential information. It is essential that you understand that, under no circumstances must you divulge confidential information which comes into your possession in the course of your volunteering.

You shall not use for your own benefit or gain or divulge to any personal, firm, company or other organisation whatsoever, any confidential information belonging to the Authority which may come to your knowledge during your period of volunteering with this Council.

All confidential records, documents and other papers, together with any copies or extracts thereof, made or acquired by you in the course of your volunteering shall be the property of the Council and shall not be removed from the Council’s premises, except as authorised by your Supervisor.

‘Confidential information’ shall include all information which has been specifically designated as confidential by any of the Council’s Departments, and any information which relates to the activities of the Council, the unauthorised disclosure of which would embarrass, harm or prejudice the Council. It also covers matters concerning third parties, whether individuals, businesses or other organisations, and whether of a commercial or personal nature. It does not extend to information already in the public domain unless such information arrived there by unauthorised means.

Would you please sign this Statement, where indicated, to confirm that you have understood the contents of this document.

Name (capitals):

Signature:

Date: