Confidentiality Policy
Confidentiality Policy for Volunteers

You must not directly or indirectly disclose to any third party confidential information (‘Confidential Information’) relating to the business and/or affairs of the charity or its supporters that you produce or obtain during the course of your volunteering without first obtaining permission in writing from the Charity.

You must not use for your own purposes or profit or for any purposes other than those of the Charity, any Confidential Information.

The rules concerning disclosure of Confidential Information applies both during and after your volunteering with the Charity.

Unauthorised access to Charity information (including “hacking”), whether computerised or manual, may lead to action being taken which could include ending your volunteering.

At the time of ending your volunteering with the Charity, for whatever reason, you are required to return all products, documentation or any other information related to the Charity or any documents or property in your possession or control which belong to the Charity and, if requested, confirm compliance of the same in writing.

In addition, the Charity reserves the right to request such information to be returned during any period of volunteering should it deem it possible that there could be a risk, intentional or otherwise, of Confidential Information or other sensitive information being made available to third parties.

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