

# Midhurst Green Volunteers



## Confidentiality Policy

This policy outlines Midhurst Green Volunteers (MGV) position on matters of confidentiality. The policy should be observed at all times and in all circumstances.

Any legislation in this area, including the Data Protection Act, must be observed.

**Confidential** information is defined as verbal or written information that is not meant for public or general knowledge. It is information which is regarded as sensitive or personal or information which has been specifically expressed as such.

**Consent** to disclose information can only be given by the person who owns the information. It is important that the person giving the consent is aware of the reasons why their consent is sought; the uses to which the information will be put; the identity of the parties to whom the information is given; and the possible implications of disclosure for the person and any significant others. For the avoidance of any misunderstanding, consent will generally need to be documented between the parties.

**Users** are defined as any party who has a relationship with MGV such that information has been provided to the organisation. As such, the Users are the owners of the information.

## Confidentiality Statement

MGV regards it as a duty on volunteers not to reveal to any person outside the organisation, without the specific prior consent of the User, any matter which becomes known to them through their involvement with the organisation.

- All information is confidential to volunteers of MGV.
- Restrictions already exist regarding the use of any information obtained. A User may seek to impose further conditions before disclosing information, for example about who in the organisation should have access to the information.
- MGV reserves the right to break confidentiality if:
  - a) a child or vulnerable adult is at risk of being harmed, or
  - b) a person's life is at risk, or
  - c) the organisation has reasonable grounds to believe a criminal act has, or will, take place.
- Statistical information may be used for funding and monitoring purposes; this will never be attributable to an individual.

## **Declaration of confidentiality**

The Confidentiality Policy of MGV has been explained to me.

I declare that I have read and understood it, and had the opportunity to seek clarification, and that I will operate within its boundaries.

I understand that during the course of my involvement with MGV I may come to be aware of personal information about volunteers.

I understand that this information is of a confidential nature and agree that any such information will not be shared with any other person outside those specifically stated within the Confidentiality Policy.

I agree not to disclose any of this information without the specific consent of the person to whom the information pertains, within the guidelines of the Confidentiality Policy.

I understand that this declaration constitutes a contract between me and MGV

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Capacity:    Volunteer**

*Only those volunteers with access to data held by the organisation are required to complete this form.*