



## **Canterbury Food Bank CIO Volunteer Confidentiality Agreement**

As a volunteer with Canterbury Food Bank (CFB), a volunteer may have access to (or may learn of) information of a confidential nature including personal, financial and project information relating to CFB business, donors and clients including identity, partners and beneficiary groups, any and all of which is considered to be confidential to the CFB or the owner of that information.

When someone provides to CFB any confidential information, they need to be sure that it will not be passed on to anyone else without their prior permission.

The only exception to this is if a volunteer has been party to any information, which raises a concern to them, such as a safeguarding matter. In this case, the volunteer will be expected to share this with a CFB safeguarding officer. The CFB Coordinator, CFB Warehouse Supervisor and CFB Volunteer Supervisor all act as safeguarding officers.

CFB complies with the General Data Protection Regulations 2018 (GDPR). GDPR makes it unlawful to disclose personal information about individuals without the person's prior permission.

### **Confidentiality Statement**

I understand that while volunteering with CFB I may become aware of information that is confidential. I agree that I will never disclose such confidential information to anyone outside the CFB charity organisation, subject to the safeguarding exception outlined above.

I also agree to observe strict confidentiality as to the affairs of CFB whilst volunteering and also after ceasing to act as a volunteer.

I understand breaches of this agreement could result in the termination of my volunteering with the Canterbury Food Bank.

**I have read and understood the above statements, together with the CFB volunteer handbook and accept my responsibilities regarding confidentiality.**

Signed ..... Date .....

Print name.....