



SID VALLEY FOOD BANK CONFIDENTIALITY STATEMENT FOR VOLUNTEERS

When working as a volunteer for the Sid Valley Food Bank, you will have access to confidential information which may include:

1. Personal information about individuals who have been referred to the Food Bank by various agencies
2. Information regarding the organisation of the Food Bank
3. Personal information about the Trustees and other volunteers working for the Food Bank.

The Sid Valley Food Bank is committed to keeping this information confidential, in order to protect people and the Organisation 'Confidential' means access to information must be on a 'need to know' basis and properly authorised. You must use only the information you have been authorised to use for the purposes you have been authorised.

You must be careful not to disclose confidential information to unauthorized people or cause a breach of security. In particular, you must:

1. Not compromise or seek to evade security measures (including computer and mobile phone passwords)
2. Use extreme care when sending information to other agencies and organisations
3. Not discuss confidential information, either with colleagues or people outside the Sid Valley Food Bank organization.

If you are in any doubt about whether to disclose information or not, do not guess. Withhold the information while you check with an appropriate person whether the disclosure is appropriate.

Your confidentiality obligation continues to apply even after you have ceased working as a volunteer or Trustee for the Sid Valley Food Bank.

I have read and understand the above statements and accept my responsibilities regarding confidentiality.

Signed: **Date:**

Name (In capital letters)