



## **HEADWAY NORTH CUMBRIA CONFIDENTIALITY AGREEMENT FOR VOLUNTEERS**

### **INTRODUCTION**

1. Headway North Cumbria requires all volunteers to respect the need for confidentiality in relation to their work at all times. This relates to sensitive information that we receive or have access to in the course of our work. This includes information relating to the operation of Headway North Cumbria, its clients, their families, friends or carers, volunteers, and committee members.

### **AGREEMENT**

2. By signing this agreement, you agree to:

- Not discuss outside of Headway North Cumbria financial or any other information relating to any group or individual.
- Not discuss or share any information about any user of Headway North Cumbria services, family member or carer, unless they have given you their permission to do so.
- Not discuss personal information relating to volunteers of Headway North Cumbria with a third party or in public.
- Not divulge, copy, release, alter or delete any information or any other intellectual property belonging to Headway North Cumbria.
- If you have information about another person that you think other people should know, or if you are in any doubt as to what you should do, please inform the branch Secretary.

**I have read and understood the above and agree to abide by the terms of this document.**

**Print name**..... **Signed**.....

**Date**.....