**Volunteer confidentiality and data protection agreement**

At Parkinson’s UK, we all have a responsibility to ensure individuals and other organisations can trust us. Through our roles you may come into contact with information about people that we need to keep confidential. Keeping information confidential is not only important for our work in supporting those affected by Parkinson’s, but also is a legal responsibility in which we all have a part to play.

How organisations collect, manage and work with people’s information is covered by the Data Protection Act, which has been subsequently strengthened by the General Data Protection Regulations (GDPR) effective within the UK from 25 May 2018. The charity, staff and volunteers all have a role to play to ensure we maintain the highest standards regarding Data Protection and avoid the consequences of non-compliance.

You have been identified as taking on a role that will have a degree of contact with data and therefore we ask you to complete this form acknowledging you understand your responsibilities towards safe data management and confidentiality. We also request that you complete training on this area, and of course you have Parkinson’s UK and you staff contact to support you as well.

The types of data you may come into contact with in your role are categorised as follows:

|  |  |
| --- | --- |
| **Personal information** | **Sensitive personal information** |
| Name, Address, Date of Birth Email address, Photographs, IP address, Location, Online behaviours and Profiling or analytics data | Race, Religion, Political Opinion, Trade Union Membership, Sexual Orientation, Sex life, Gender identity, Health information, Biometric data and Genetic data |

Information should only be gathered from individuals that is specifically needed for any given purpose, and those who collect the data need to ensure they have robust procedures in place to ensure it is held in a safe and secure format. If you are in any doubt over this please speak to your Staff Contact.

You may come into contact with data through meetings or in written or digital formats, so it is worth remembering that this agreement to handle data confidentially extends to all of your dealings in your role.

If you ever become aware of a data breach there is a risk of a breach please notify the Data Protection Officer immediately by emailing [DataProtection@Parkinsons.org.uk](mailto:DataProtection@Parkinsons.org.uk) or calling 020 7963 9245.

Periodically it will be necessary for volunteers to undergo further training and development to ensure we maintain the highest principles in data management.

*As a Parkinson’s UK volunteer I will not discuss information about individuals I gain access to through delivering my role outside of the charity, send it by any means to any third party unless I am explicity authorised to do so, share it in general conversation or use it for your own purposes whilst in my role or once my role has ended.*

**I have read and I agree to comply with the above agreement:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Volunteer name:** |  | **Volunteer role:** |  |
| **Volunteer signature:** |  | **Date:** |  |

For office use:

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff contact name:** |  | **Date received:** |  |
| **Staff contact signature:** |  | **Date recorded on Volunteering database:** |  |

Last reviewed: 2018