

Volunteer confidentiality and data protection agreement

Working with data

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 and our organisation 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 appropriate training in this area, and of course you have Parkinson's UK and your staff contact to support you as well. Periodically it may be necessary for you to undergo further training and development to ensure we maintain the highest principles in data management.

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.

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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 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.

Confidentiality expectations

The charity owes a duty of confidentiality to the people we hold information about and is an essential principle of the services we provide to ensure that the people and organisations we work with trust us. In addition to our legal obligations regarding Data Protection, this means restricting access to information to those who 'need to know': this may be limited to within the charity or in some circumstances to within a specific team.

Confidentiality is important even if a situation might seem informal or isn't necessarily covered by the scope of Data Protection legislation. Examples of situations or information which should be considered confidential include internal correspondence like emails, committee papers and minutes, or information relating to ongoing commercial or research projects. If you have more than one volunteer role within Parkinson's UK, information in these categories should be kept confidential within an individual role.

Organisation policies on safeguarding, health and safety, and whistleblowing may also determine when confidential information may need to be shared. Your staff contact can help with anything that you're unsure about around this issue.

As a Parkinson's UK volunteer I will not discuss confidential information which I gain access to through delivering my role, send it by any means to any third party unless I am explicitly authorised to do so, or share it in general conversation or use it for my 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:	

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