

## Confidentiality Agreement for Voluntary Workers

As a voluntary worker for Warwickshire County Council you will be given access to information that is personal and restricted. This will include data held on our Electronic Information Systems relating to our customers and staff. You may also be privy to "written" information that may be sensitive and restricted.

**It is important that you are aware of your obligation to comply with the Warwickshire County Council confidentiality policy.**

If you do not know whether information you have heard or read at work is restricted, please ask a Warwickshire County Council manager to confirm.

- You must not use any information to which you have access for personal gain or pass it onto others who might use it in this way.
- You should not tell anyone outside the Council what goes on at meetings or discussions held in private and you must not divulge the contents of any restricted Council documents or data.
- You must not give out personal information (which includes names and addresses) about our customers to anyone and all requests for such information should be passed immediately to a Warwickshire County Council manager. Unauthorised disclosure of such personal information could constitute a breach of the Data Protection Act 1998.

**Much of the information held on our Computer Systems of in our files is covered by the Data Protection Act 1998. Any breach of confidentiality may lead to legal action being taken and to the immediate termination of your voluntary work.**

Please sign, date and return this form to the Manager of the premises where you are based.

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I agree to comply with the Warwickshire County Council confidentiality policy, as described above.

Name (Please Print).....

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