



# Okehampton Food Bank Volunteer Confidentiality Agreement

As a volunteer for Okehampton Foodbank, you may have access to (or may learn of) information of a confidential nature including personal volunteer, donor and/or client details.

Confidential information includes the contents of the foodbank operating procedures forms and files, which should not be disclosed to people outside of the Food Bank.

When someone trusts us with any confidential information, they need to be sure that we will not disclose this or pass it on to anyone else without their prior written consent.

The only exception to this is if you have been party to any information which raises a concern, such as a safeguarding matter and or criminal activity. In this case, you will be expected to share this with the nominated safeguarding person for the foodbank or the Food Bank coordinator.

## **Confidential information includes (but is not limited to):**

- foodbank vouchers,
- data collection system entries,
- spoken words and presentations,
- printed documents,
- loose notes,
- diaries, memoranda, drawings, photographs,
- electronic, magnetic, and optical storage, and computer printouts.

## **Confidentiality Statement**

I understand that while volunteering with Okehampton Foodbank, I may come across information that is confidential. I agree that I will never disclose such confidential information to anyone outside the Food Bank team, subject to the exception outlined above.

I also agree to respect the intellectual property of Food Bank and not to pass on any foodbank forms or documentation I may use while volunteering for Okehampton Foodbank to anyone outside of the project. I understand breaches of this agreement could result in termination of volunteering with the foodbank.

Signed ..... Date ..... Name.....