



St John **Scotland**

Confidentiality Agreement

A commitment to provide a safe and supportive
environment for our volunteers

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Confidentiality Agreement

Volunteer Confidentiality and Data Protection Agreement

Working with data

At St John Scotland (SJS), we all have a responsibility to ensure individuals as well as other organisations we work with can trust us. Volunteering with SJS means you may come into contact with information about people and our organisation that must be kept confidential.

Keeping information confidential is not only important for our volunteering work, but it also is a legal responsibility in which we all have a part to play.

How organisations collect, manage and use people's information is covered by the Data Protection Act 2018, which has been subsequently strengthened by the General Data Protection Regulation (**GDPR**). SJS, staff, volunteers and members all have a role to play to ensure we maintain the highest standards regarding data protection and avoid the consequences and legal implications of non-compliance.

Types of Data

The types of data you may come into contact within your role as a volunteer with SJS are categorised as follows: -

Personal Information	Sensitive Personal Information
Name, address, date of birth, email address, phone number, IP address, photographs, locations, online behaviours and profiling, analytics data.	Race, religion, faith and belief, political opinion, trade union membership, sexual orientation, sex life, gender identity, health information, biometric data, genetic data.

SJS will only obtain personal information that is specifically required for any given purpose, such as delivering core services, area event etc. Information will only be retained for as long as is appropriate and in-line with GDPR requirements.

Those who collect the data need to 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 the Volunteer Development Officer:

e: volunteer@stjohnscotland.org.uk
t: 0131 556 8711

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Data Protection Agreement cont.

Volunteers may come into contact with data through attending meetings (virtual or in person) or in written or digital communications. It must be remembered that this agreement to handle data confidentially extends to all your dealings in your volunteer role(s) with SJS.

If you ever become aware of a data breach or if there is a risk of a breach, please notify the Data Protection Officer immediately:

e: gordon.swan@stjohnscotland.org.uk
t: 0131 556 8711

It may be deemed necessary for volunteers to undergo training relating to confidentiality and data protection to ensure that SJS maintain the highest principles in data management.

Expectations

SJS has a legal obligation and a duty to deal with personal information with confidentiality and it 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 certain individuals 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 must be considered confidential include internal correspondence like emails, committee papers, minutes, or information relating to ongoing local area or national projects and core services. If you have more than one volunteer role within SJS information obtained while carrying out each role must always be kept confidential.

Organisation policies on safeguarding, health and safety, and whistleblowing may also determine when confidential information can and cannot be shared. HQ Staff (Volunteer Development Officer) will give guidance and assistance with anything that you're unsure about regarding sharing of information.

If you are in any doubt over this, please speak to the Volunteer Development Officer:

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t: 0131 556 8711

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Terms of Individual Volunteers

Confidentiality and Data Protection Agreement

1. **I will** only retain, and process, data relevant to my role as a volunteer with SJS and will do so in line with instructions or for purposes agreed with SJS.
2. **I will not** engage or ask anyone else to process personal data (other than with another SJS volunteer in a related role) without the prior written agreement of SJS.
3. **I will** assist SJS in processing Subject Access Requests, which allow data subjects to exercise their rights under GDPR.
4. **I will only** use my own personal electronic devices (mobile phones, laptops, tablets, personal computers) in accordance with the terms of the SJS Data Security & Confidential Information Policy (see point 6 below). I understand the requirements for encryptions and passcodes to be in place if required on all my devices. (SJS IT guidance will be provided to Volunteers on request).
5. **I will not** use, nor share, any personal or confidential information relating to or received from SJS for any reason unless authorised by SJS or required by law.
6. **I understand** my own responsibilities regarding the use of personal and sensitive information as defined by the UK General Data Protection Regulation and I have access to the SJS Data Security & Confidential Information Policy, and any specific guidance related to my volunteer role.
7. **I will** keep all data securely and will take all practical steps to do so.
8. **I will** delete or return all personal data to SJS as requested at the end of my tenure as a volunteer, or when requested by SJS.
9. **I understand** that all information and personal data supplied by SJS, used directly or indirectly in the performance of my duties as a SJS Volunteer will remain the property of St John Scotland at all times.

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