

1. DUTY OF CONFIDENTIALITY AND DATA PROTECTION REQUIREMENTS

- 1.1. All volunteers when carrying out their volunteering for Independent Age may work with and overhear confidential information relating to other volunteers, employees, service users and people supporting Independent Age.
- 1.2. In order that personal information is handled according to the requirements of both the common law and the Data Protection Act 1998, you are required to maintain the Confidentiality of personal information and must follow Independent Age's Data Protection policies and procedures.
- 1.3. When volunteering for Independent Age, you agree:
 1. To treat all information about employees, service users, people supporting Independent Age and volunteers as confidential.
 2. To adhere to Independent Age's Data Protection and Data Privacy Guidelines for volunteers.
 3. To only disclose personal information with your Independent Age contact, except in some exceptions such as when responding to a medical emergency or a situation where the person you support is at immediate risk of harm.
 4. That any non-compliance with Independent Age's Data Protection Policy may be treated as misconduct and subject to a review of your volunteering.
 5. That all confidential information about Independent Age – that is, information not available in the public domain – must not be disclosed.
 6. When volunteering in open/ public spaces, including in hotels and coffee shops etc., you are mindful of your surroundings and others in the immediate space who may overhear sensitive conversations, and personal information is not disclosed.

2. YOUR PERSONAL INFORMATION

- 2.1. To volunteer for Independent Age, we need to keep some personal details about you on our database(s). This is the information you have given us in your application form so we can vet and register you as a volunteer. Some of the information collected will be Special Category Data (sensitive data) that will be destroyed once the purpose for its initial collection has been served, such as data for DBS checking. We need to keep these records so that we can administer and manage the organisation efficiently. Your data is stored securely on Independent Age systems, and the systems of third parties who we currently have a working relationship with. If you want to see the full policy, please contact volunteering@independentage.org or visit our website <https://www.independentage.org/our-privacy-and-cookies-policy>
- 2.2 The personal information will be available to a limited number of Independent Age employees and administration volunteers with a need to access the information, to others authorised by you and/or by us to receive the information and to those to whom we are legally obliged to disclose it.



advice and support for older age

**Independent
Age**

VOLUNTEERS CONFIDENTIALITY & DATA PROTECTION FORM

- 2.3. By signing this agreement, you confirm your understanding of how Independent Age will handle your information
- 2.4. Independent Age is the Data Controller for your personal information, registered at 18 Avonmore Road, London, W14 8RR.

Please sign your acceptance below and return in the pre-paid envelope:

I have read and understood the 'Volunteers Confidentiality and Data Protection Form' above and how Independent Age will handle my own personal and sensitive personal information. I understand that any breach of confidentiality, or unauthorised disclosure of information, may result in my volunteering with Independent Age being brought to a close. I understand that this agreement lasts in perpetuity.

Signed:		Postcode:	
Name: (in capital letters)		Date:	