



Good Company Hub

Ruxley Lane

Ewell

Surrey KT19 0JG

Tel: 0208 786 8221

Email: foodbank@goodcompany.org.uk

Volunteer Confidentiality Agreement

Thank you for volunteering with us – your help is greatly appreciated by all of us at Good Company. By volunteering, you are playing a vital role in supporting our community's movement toward a poverty-free future.

Good Company owes a duty of confidentiality to the people we hold information about. It is an important principle of the services we provide, ensures that we are respecting the rights and privacy of those we work with, and helps us to develop relationships with people and organisations that are built on trust.

As a volunteer, you may access, or learn of, information of a confidential nature. We need to be sure that you will uphold our duty of confidentiality and that you will not pass this information on without prior permission. We ask you to never share any confidential information outside of Good Company without authorisation and, in some situations, to restrict confidential information to specific individuals or groups within the organisation.

Confidential information includes, but is not limited to:

- Information about clients and other people who use our services. This could be from digital files, hard copy, the 'Data Collection System', or in-person conversations.
- Information about Good Company, including meetings, printed documents, emails, conversations, research programmes, donations, logistics, and other information about the way we work.
- Information about our supporters, donors, advocates, staff, volunteers, and/or others who may interact with the organisation.

Good Company (Surrey) has a legal responsibility to keep people's personal data safe, and we rely on your support to meet our obligations. For more information on your data responsibilities, please see our Data Protection Policy.



Epsom & Ewell
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Good Company (Surrey) – Volunteers Confidentiality Agreement

The only exception to the duty of confidentiality is in situations where you receive information that presents a concern such as a whistleblowing or safeguarding matter. Our policies on safeguarding, health and safety, data protection, and whistleblowing may help you to decide whether information should be shared. If you feel it is needed, you have a responsibility to share the information with your supervisor and/or the nominated lead staff as appropriate.

We ask you to complete this form acknowledging that you understand your duty to maintain confidentiality.

Confidentiality Statement:

I understand that while volunteering with Good Company (Surrey), I may come across information that is confidential. I agree that I will never disclose such confidential information to anyone outside of the organisation, subject to the exception outlined above.

I also agree to respect the intellectual property of Good Company (Surrey) and not to pass on any forms or documentation I may use in the course of volunteering to anyone outside of the organisation.

I understand that breaches of this agreement could result in termination of my role with Good Company (Surrey).

Signed Date

Name.....



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