**Staff/Volunteer Confidentiality and Data Protection Agreement**

(Signed as part of new Staff/Volunteer induction process)

Staff/Volunteers accessing/handling personal data as part of rendering services with data at the Catholic Syro-Malabar Eparchy of GB, will have a responsibility to ensure individuals and other organisations can trust us. Through your roles you may come into contact with personal/special category/sensitive confidential data that we need to keep confidential. Keeping information confidential is not only important for our work, but also is a legal responsibility in which we all have a part to play.

How organisations collect, manage and work with people’s information is covered by the Data Protection Act, which has been subsequently strengthened by the General Data Protection Regulations (GDPR) effective within the UK from 25 May 2018. The charity, staff and volunteers all have a role to play to ensure we maintain the highest standards regarding Data Protection and avoid the consequences of non-compliance.

You have been identified as taking on a role that will have a degree of contact with data and therefore we ask you to complete this form acknowledging you understand your responsibilities towards safe data management and confidentiality. We also request that you complete appropriate training in this area, and of course you have CSMEGB and your staff contact to support you as well. Periodically it may be necessary for you to undergo further training and development to ensure we maintain the highest principles in data management.

The types of data you may come into contact with in your role are categorised as follows:

**Personal information**

Name, Address, Date of Birth Email address, Photographs, IP address, Location, Online behaviours and Profiling or analytics data.

**Special Category Data (Sensitive personal information)**

Race, Religion, Political Opinion, Trade Union Membership, Sexual Orientation, Sex life, Gender identity, Health information, Biometric data and Genetic data.

 Information should only be gathered from individuals that is specifically needed for any given purpose, and those who collect the data need to ensure they 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 your Staff Contact.

You may come into contact with data through meetings or in written or digital formats, so it is worth remembering that this agreement to handle data confidentially extends to all of your dealings in your role

If you ever become aware of a data breach or there is a risk of a breach please notify this to the respective Data Protection Local Representative in your Parish/Mission immediately. Alternatively you can also notify this by e-mail to the Data Protection Officer at dataprotection@csmegh.org

Periodically it will be necessary for volunteers to undergo further training and development to ensure we maintain the highest principles in data management.

Confidentiality expectations

The Eparchy owes a duty of confidentiality to the people we hold information about and 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 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 should be considered confidential include internal correspondence like emails, committee papers and minutes, or information relating to ongoing commercial or research projects. Organisation policies on safeguarding, health and safety, and whistleblowing may also determine when confidential information may need to be shared. Your staff contact can help with anything that you're unsure about around this issue.

Agreement:

As a CSMEGB staff/volunteer I will not discuss confidential information which I gain access to through delivering my role, send it by any means to any third party unless I am explicitly authorised to do so, or share it in general conversation or use it for my own purposes whilst in my role or once my role has ended.

I have read and I agree to comply with the above agreement:

|  |  |
| --- | --- |
| Volunteer/staff name: | Volunteer/staff role:  |
| Volunteer/staff signature: | Date: |

**For office use only:**

Staff contact name:

Date received:

Staff contact signature:

Date recorded on Volunteering database