

## Declaration Regarding Confidentiality

This declaration highlights some key issues around confidentiality that all agencies/volunteers must be aware of.

1. We recognise that maintaining the confidentiality of certain information is necessary and are committed to practices and procedures that reflect this.
2. We believe that personal information given to our staff or volunteers should only be used for the purpose intended by the resident. Therefore our staff and volunteers will not divulge information that could compromise a person's safety or right to privacy.
3. This declaration applies to all information provided to us to offer support to the individual. This includes verbal, written and computer records.
4. In order to ensure that volunteers comply with relevant data protection legislation, including the General Data Protection Regulation (GDPR) and Data Protection Act 2018, they need to be aware of the following:
  - **Personal information includes:**
    - names
    - contact details (postal addresses, email addresses and phone numbers)
    - dates of birth
    - financial information
  - **Special category information includes:**
    - racial and ethnic background
    - religious or cultural or political beliefs
    - Trade Union membership
    - sexual orientation
    - criminal record or history
    - health information.
5. Data protection legislation includes 6 principles that must be complied with, including that information shall be accurate and up to date; held securely and not shared without permission. Community Action IW's full Data Protection Policy be obtained by CAIW, Riverside, the Quay, Newport, IW PO30 2QR
6. Information will only be used for the purpose that it was collected, ie.to fulfil the request of the local resident in supporting them during the current corona virus situation.
7. Information will be held securely and will be destroyed after a period of 3 months.

### Volunteer Declaration:

- As a volunteer I have read and understood the above declaration on confidentiality and agree to work within these arrangements.
- I agree to abide by, the Isle of Wight Councils Data Protection Policy.
- I will maintain the confidentiality of the resident's personal, sensitive and confidential information.
- I will only discuss these details with other volunteers or staff members if it is appropriate or necessary to do my role as a volunteer.
- I will not mention the names or other details of the residents to any third party without their consent.