

Confidentiality Agreement

For staff of Tools with a Mission, whether paid and voluntary

You must always be aware of the confidentiality of information gained during the course of your work for Tools with a Mission. Which may include access to personal information relating to supporters and members of staff. It is expected that you understand the importance of treating information in a discreet and confidential manner, and your attention is drawn to the following:

All documentary or other material including any downloaded data onto a laptop or PC, USB drive or any other storage device containing confidential information must be kept securely at all times when not being used and must be returned to us at the time of termination of your work with us, or at any other time upon demand.

Information regarding the organisation, its staff, supporters and volunteers must not be disclosed either orally or in writing, unless authorised to do so, e.g.: name, phone number and TWAM email of volunteer collectors. It is particularly important that you should ensure the authenticity of telephone enquiries using the procedures we have in place which have been notified to you separately.

Conversations relating to confidential matters affecting our Charity, employees and supporters should not take place in situations where they can be overheard (i.e. in corridors, reception areas, lifts, etc.);

You are reminded that all information:

- that you have acquired during the course of your work must be treated with confidence
- that relates particularly to our organisation, or any persons or bodies with whom we have dealings of any sort must not be made public without our expressed written authority
- that you hold, whether before or after the termination of your work, whether paid or voluntary, shall not be disclosed without our prior written consent.
- that you are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your work with us, or at any other time upon demand, return to us any such material in your possession.

The importance of confidentiality cannot be stressed too much and it is important that it be borne in mind at all times. The rules shall continue to apply after the termination of your work without limit in point of time but shall cease to apply to information ordered to be disclosed by a Court of competent jurisdiction or otherwise required to be disclosed by law

For the purposes of clarity, you shall not at any time (save as required by law) before or after the termination of your work, disclose such information to any person without our prior written consent.

I have read and I understand the above rules, and TWAM's Data protection policy

Volunteer signature: _____

Volunteer name (print): _____ Date: _____

A Christian charity sending tools across the world

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