

Warwickshire Vision Staff Confidentiality agreement

During your work with WVS you may have access to information of a confidential nature in order to carry out your role. We have a responsibility to ensure individuals and other organisations can trust us, and so we ask anyone who has access to sensitive information to be clear on what they can and cannot access or share.

Confidential information may be written, spoken or electronic and may include:

- Phone conversations
- Employment information
- Medical/health information
- Personal financial information
- Emails/letters
- Documents or contracts
- Passwords
- User names
- Commercially sensitive information about the charity's activities, finances or planning

WVS complies fully with the Data Protection Act 2018. The Data Protection Act 2018 makes it unlawful to disclose sensitive information about individuals without the person's prior permission. As part of your induction we will explain to you what information you can and cannot access and give you guidance on what you can and cannot share. You will also be provided with a copy of the charity's Data Protection policy.

We require all staff to comply with the charity's policies and procedures in order to ensure good Data Protection / GDPR and confidentiality practice and compliance. Please read this carefully and should you need any clarification or have any questions please speak to your manager.

In line with our commitment to upholding Data Protection practices and legislation, if a member of staff in a role identified to have such responsibilities does not comply with this agreement, we would not be able to take them on as an employee or they may be asked to step down from their role. Staff may be subject to appropriate disciplinary procedures.

Confidential information is held on trust and should not be discussed outside WVS or in general conversation, and must not be used for your own purposes.

Your duty of confidentiality is indefinite and continues after your involvement with the charity has finished. During your work with the charity you may be provided with access to the network and be given a WVS email address. All emails sent from a WVS email address are regarded as official documents and should not be used for personal use.

For further information on the Data Protection Act or the charity's Data Protection policy or this agreement, please contact the Office team.

I have read and understood the above statement:

Staff name: (please print)

Staff role:

Staff signature:

Date:

For office use:

Staff contact name:

Date received:

Staff contact signature:

Date recorded:

Version control

The table below shows the history of the document:

Version Number	Author & Job Title	Date
V.1		April 2017
V.2	Deborah Kerrison Finance & Admin Manager	June 2022
V.3.0	Rebecca Bourton Community Services Manager	August 2023