**Confidentiality Agreement**

As a volunteer of <your organisation>, I recognise that I have access to information and documentation of a sensitive and/or confidential nature.

Confidential information includes, but is not limited to:

* Documentation or information relating to other people
* Details of discussions
* The personal affairs or details of services provided by <your organisation>

I agree to handle such information in a confidential manner at all times during and after my unpaid assistance with <your organisation> and commit to the following obligations:

1. I will only use and disclose information in connection with and for the purpose of performing my assigned duties to relevant <your organisation> staff.
2. I will request, obtain, communicate confidential information only as necessary to perform my assigned duties and shall refrain from requesting, obtaining or communicating more confidential information than is needed to accomplish my assigned duties.
3. I will take reasonable care to properly secure confidential information and will take steps to ensure that unauthorised people cannot view or access such information .
4. I will immediately report any unauthorised use or disclosure of confidential information to my volunteer supervisor who will deal with the issues.

I acknowledge that the release of information to unauthorised persons can be very damaging to <your organisation>.

I also acknowledge that my failure to fulfil any obligations set forth in this agreement may result in dismissal or disciplinary action.

I have read and understood the terms of this agreement:

**Name (printed)**

**Signature**

**Date**