



## Confidentiality & Data Protection Policy

Volunteers and staff are bound by requirements for confidentiality and data protection. We take great care to protect your information as part of our data protection responsibilities.

During your time with BiG KIDS you may have access to information of a confidential nature. This could be as simple as having access to a person's details which you may be adding to a database, or overhearing a member of staff talking with a volunteer on the phone.

When someone gives us confidential information, they need to know that we will not pass this information on to anyone else without their prior permission.

Any volunteer/donor/newsletter receiver/baby bank client details are kept in a password protected database

The ONLY exception to this is if you have been party to information which raises a concern to you. For example: a child protection issue. You must then share this with your supervisor.

### Confidentiality Statement

By agreeing to this statement in the "Declaration of policy agreement", you understand that while carrying out your role with BiG KIDS you may come across information that is confidential. You agree that you will not disclose this information to anyone other than your supervisor.