

Confidentiality & Volunteering

Confidentiality Agreement

In the course of volunteering you may be exposed to sensitive information, which must be kept confidential. This information may be personal or business information relating to clients, volunteers, staff, projects and activities or an organisation's plans.

Client information:

No information is to be released to any party, except where the release is necessary in the performance of the duty of the volunteer or as required by law. Client information is restricted to those nominated by the client.

Office Staff and Volunteers:

Release of information relating to staff and volunteers may only be provided on the approval of the Co-ordinator after receiving the express permission from the staff member or volunteer. Likewise, all information obtained in the course of your duties in the office is to remain strictly confidential.

Service Activities:

Information relating to the services provided by the Volunteer Organisation must not be released to any party, especially the media. The Volunteer Co-ordinator is the authorised point of contact.

