**Positive East**

**Statement of Confidentiality for Volunteers**

I understand that in carrying out my duties as a volunteer for Positive East, that I am likely to obtain confidential information. Confidential information means any information belonging to Positive East, related businesses or service users, other than information that is public knowledge. This also includes any information which an employee of Positive East or a fellow Volunteer passes onto me strictly confidentially.

I agree:

1. To keep confidential information, records and data secret and confidential at all times.
2. To maintain any documents, records, computer files and any another means of recording material which contains confidential information in a secure place at all times.
3. Not to disclose in any way or facilitate the disclosure of confidential information in whole or in part, to any third party, without the written consent of the Volunteer Manager.
4. To ensure that any information received from a third party deemed as confidential is passed to the Volunteer Manager. The provider of this information will be informed of this action and I will not keep it to myself.
5. Should my position be terminated, or I leave my Volunteer post with Positive East, I will not pass on any confidential information to a third party, either at the date of termination or at any time in the future.

**Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer Manager**

**Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed applications can be emailed or posted to:

**Maria Kubler | Volunteer Manager | volunteering@positiveeast.org.uk**

**Positive East, 159 Mile End Road London E1 4AQ**

***If you require further information about Positive East’s Volunteering opportunities, or you would like help completing this form, please contact Maria on 020 3994 9441***