

NEWCASTLE WEST END FOODBANK

Confidentiality Agreement

The Newcastle West End Foodbank needs to gather and use certain information about individuals. These can include service users, suppliers, employees and volunteers and other people the organisation has a relationship with or may need to contact.

This agreement describes how personal data must be collected, handled and stored to meet the Foodbank's data protection standards and to comply with the law.

This agreement ensures that the Newcastle West End Foodbank: -

- Complies with data protection law and follows good practice
- Protects the rights of staff, service users and partners
- Is open about how it stores and processes individuals' data
- Protects itself from the risk of a data breach

The data that the Foodbank holds relating to identifiable individuals, even if that information technically falls outside of the Data Protection Act 1998. This can include:-

- Names of individuals
- Postal addresses
- Email addresses
- Telephone numbers
- Plus any other information relating to individuals

Everyone who works or volunteers for the Newcastle West End Foodbank has a responsibility for ensuring that data is collected, stored and handled appropriately.

Data should not be shared informally. When access to confidential information is required, staff and volunteers must refer such requests to the Project Manager before releasing any information.

Personal data should not be disclosed to unauthorized people, either within the organisation or externally.

Foodbank Managers have explained the Foodbank Data Protection Policy and my responsibilities under the policy.

Name (Printed):

Signature:

Date: