

# Volunteer Confidentiality Statement



When volunteering for Disability Sport Glasgow (DSG) you will often need to have access to confidential information which may include, for example:

- Personal information about individuals who are supporters or otherwise involved in the activities organised by DSG;
- Information about the internal business of DSG; and
- Personal information about colleagues volunteering for DSG.

DSG is committed to keeping this information confidential, in order to protect people and DSG itself. 'Confidential' means that all access to information must be on a need to know and properly authorised basis.

You must use only the information you have been authorised to use, and for purposes that have been authorised. The information is required to be destroyed after its authorised use. You should also be aware that under the Data Protection Act, unauthorised access to data about individuals is a criminal offence.

You must assume that information is confidential unless you know that it is intended by DSG to be made public.

Passing information to another organisation counts as making the information public unless the organisation and purpose for sharing that information is covered within our Privacy Notice.

You must also be particularly careful not to disclose confidential information to unauthorised people or cause a breach of security. In particular, you must:

- not compromise or seek to evade security measures (including computer passwords);
- be particularly careful when sending information between the national office and clubs/regions;
- not gossip about or share in any unauthorised manner, confidential information, either with colleagues or people outside DSG;
- not disclose information — especially over the telephone — unless you are sure that you know who you are disclosing it to, and that they are authorised to have it; and
- keep information securely as further outlined in data protection training.

If you are in doubt about whether to disclose information or not, do not guess. Withhold the information while you check with DSG Data Protection Officer whether the disclosure is appropriate.

Your confidentiality obligations continue to apply indefinitely after you have stopped volunteering for DSG.

I have read and understand the above statement. I accept my responsibilities regarding confidentiality.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Document Control**

Approved by: DSG Executive Committee

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