

Rhose Community Library

Confidentiality Statement

During the course of your voluntary work confidential information may be revealed. This could be a customer's home address, telephone number, or personal details about their life or circumstances. The information may be given during conversation or in written form.

It is important for users of Rhose Community Library to feel confident that information they give will not be passed on to anyone without their permission. It is equally important for users of Rhose Community Library to feel confident in giving us this information so we can deliver the best possible service.

We ask all volunteers within our organisation to sign the statement below to show they understand the need for confidentiality and agree to keep information confidential in the organisation and elsewhere.

Statement

I, the undersigned, do willingly promise to hold in confidence all matters that come to my attention whilst volunteering with Rhose Community Library, including information about any person or organisation using the services of this organisation.

I will respect the privacy of customers, other volunteers and any Vale of Glamorgan staff and confer appropriately with the Volunteer Coordinator or others as appropriate.

I will use all information gained in the course of my service in a responsible manner.

I understand that misusing information will lead to suspension of library duties pending review by Volunteer Co-ordinator/Trustees

Name: (print please)

Signed:

Dated:.....