

## Confidentiality Declaration for Volunteers/Employees

The Diocese/Pastoral Area of/Parish of \_\_\_\_\_ is committed to protecting:-

- (i) the personal data and special category personal data of all employees, volunteers and parishioners in accordance with data protection legislation; and
- (ii) all confidential information relating to the business, products, affairs and finances of the Diocese, its Pastoral Areas and Parishes.

In connection with my role as an employee /volunteer of the Diocese/Pastoral Area/Parish of XXX: (i) I acknowledge that I may have access to or possession of confidential information and/or personal information regarding individuals and that such confidential and personal information may contain “personal data” or “special category data” for the purpose of data protection legislation<sup>1</sup>; and (ii) I agree to treat confidentially any such personal and special category data and other confidential information; and I agree that I will not disclose it to any third party outside the Diocese/Pastoral Area/Parish;

**EXCEPT** where I am required to disclose such information:-

- (a) in accordance with law, Revenue requirements, or by virtue of a court or similar order; or
- (b) where there is a risk to life or serious health risk to an individual;
- (c) as required by the Diocese’s safeguarding procedures after consultation with appropriate safeguarding personnel.

If it is necessary to disclose information in accordance with paragraphs (a), (b) or (c) above, I will inform the relevant Parish/Pastoral Area or Diocesan personnel of such disclosure, no later than at the time I am making the disclosure.

I agree that my obligations of confidentiality continue even after I cease to be a volunteer/employee of the Diocese/Pastoral Area/Parish and that when I cease to be a volunteer/employee, I shall immediately return all documents, reports, papers and other records which are the property of the Diocese/Parish/Pastoral Area, to the Diocese/Parish/Pastoral Area.

If I use personal data or confidential information on behalf of the Diocese/Pastoral Area/Parish in my own home or any external location I agree to keep this information secure to avoid unwanted or unlawful loss or disclosure.

I have read and understood this Agreement and agree to comply with the terms of the Agreement.

Name (block letters): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

This declaration will be retained for seven years after the person ceases to be a volunteer or employee.

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<sup>1</sup> The General Data Protection Regulation, 2016, the Data Protection Act 2018 or any amendment or replacement legislation.