

Parties to this agreement:

1. **Wansbeck Valley Food Bank (WVFB)**
Northgate Hospital
Morpeth
NE61 3BP

2. **Name:**

While working with or employed by WVFB, in either a voluntary or paid capacity:

- a. You will receive personal, financial and project information relating to its donors, clients, including identity, partners and beneficiary groups, which is considered to be confidential to the owner of that information.
- b. You are given access to this information in order that you may carry out your duties working or volunteering with Foodbank.

It is hereby agreed:

1. While working with WVFB in either a paid or voluntary capacity and after termination (however caused) of work, you will observe strict secrecy as to the affairs of WVFB. This particularly covers client identity, information on the central database, partners and projects.
2. This information will not be divulged to a third party (except another Foodbank member authorised to receive this information) during your work with Foodbank or after you finish working with Foodbank except in the proper course of your duties or with the written permission of the Trustees.
3. You will not remove from WVFB without authority or allow others to remove, or copy the contents of documents, computer disks, tape, or tangible items, which contain information belonging to WVFB.
4. You will return to WVFB on request and particularly upon termination or end of working all documents, computer discs, tapes, photographs and other tangible assets in your possession or under your control, which belong to Foodbank or which contain or refer to any confidential information.

5. If you have Foodbank information on a personal computer, CD, tape or disk or under your control you agree to delete or return it.
6. You will keep client identity secret. The exception to this is where you are subject to law to declare it. (For example where there is compelling evidence of a serious crime, act of terrorism, or offences against children.) You will not copy client records.
7. I have read the WVFB confidentiality agreement dated today's date and agree to abide by it, and I understand my responsibilities. I understand breaches may constitute Gross Misconduct and could result in dismissal, termination of paid or volunteering employment and/or prosecution.

Signed Date

Name

On behalf of WVFB

Signed Date

Name

Position

