



## Confidentiality Agreement

13 November 2019

In my capacity as a volunteer at Number Champions I may have access to or be entrusted with information about the charity or about individuals or about a school which is not in the public domain. All such information is confidential.

In particular this includes information which is personal data under the Data Protection Act 2018 and information about the activities or plans of Number Champions or of a school.

I shall not (except in the proper course of my duties) during or after my involvement with Number Champions divulge to anyone or make use of any such confidential information, and I shall make reasonable endeavours to prevent publication or disclosure of such information.

As clarification, 'the proper course of my duties' includes as necessary seeking advice from Number Champions Mentors, Area Leaders, or Trustees to further the performance of my volunteering activities.

I have read and shall follow the data protection policy of Number Champions. I shall keep any confidential information in written or electronic form only insofar as I need this for the efficient exercise of my duties. When I cease to be a volunteer at Number Champions, I shall delete all confidential information in my possession and confirm this to Number Champions.

I shall not without the prior written consent of Number Champions communicate to or publish on any media any opinion or fact about the activities of Number Champions without making clear that I speak in my own name and not on behalf of the charity.

This agreement does not exclude my revealing confidential information under a legal duty. For example, where I reasonably believe that there is a risk to a child I should inform the Designated Safeguarding Officer of the school. Similarly, if I reasonably believe that a criminal offence is being committed or planned, I can inform the police even where my belief is based on confidential information.

Where information currently confidential comes into the public domain (other than through my revealing confidential information contrary to this agreement) it ceases to be confidential and is no longer covered by this agreement.

I, the undersigned, confirm that I have read and agreed this confidentiality agreement and that I have a copy in my possession.

Name

Signature

Date