

## CONFIDENTIALITY AGREEMENT

Parish name: \_\_\_\_\_ (PLEASE PRINT IN CAPITALS)

Volunteer/Employee name: \_\_\_\_\_ (PLEASE PRINT IN CAPITALS)

I understand that the parish is committed to protecting the personal data of all employees, volunteers and parishioners in line with current data protection legislation [Data Protection Act 1988 and 2003 (ROI); Data Protection Act 1998 (NI); Data Protection Act 2018(NI); Data Protection Act 2018 (ROI)].

I confirm and declare that all confidential and personal information that is disclosed to me, directly or indirectly, or to which I have access during the course of acting as:

\_\_\_\_\_ (SPECIFY VOLUNTEER OR EMPLOYEE ROLE IN THE PARISH)

will be kept strictly confidential.

I confirm and declare that I will not directly or indirectly disclose any personal or confidential information acquired by virtue of my role in the parish, unless directed to do so by revenue authorities, a court of law, or by the diocese or parish.

I confirm that I shall, upon conclusion of my volunteer service or employment in whatever capacity, yield up immediately and without prior request, all documents of whatever nature (in both written and electronic form) in relation to my service or employment, which I may hold in my possession, power, or procurement.

I declare that I will show all possible discretion when handling parish information. I shall not use or attempt to use, disclose or attempt to disclose, any parish information in any manner which may cause injury or loss to the parish or any other person or organisation.

I acknowledge that some or all of the confidential and personal information may contain 'personal data' and 'sensitive personal data' within the meaning of data protection legislation, and I therefore agree to comply with my obligations under this legislation. Insofar as I am the data processor in accordance with the Data Protection Acts then I agree only to process personal data on and subject to the instructions of the relevant data controller; maintain appropriate security measures against all unlawful processing in respect of the personal data; and allow the relevant data controller to monitor and audit my compliance with my obligations in respect of personal data. I acknowledge that if I am processing personal data or confidential information on behalf of the parish in my own home or in any location external to the parish office, I will keep the information secure to avoid unwanted or unlawful loss or disclosure.

I declare that I have read and understood this confidentiality agreement, and agree to be bound by its terms both for the duration of my involvement in the work of the parish, and indefinitely thereafter.

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

Dated: \_\_\_\_\_

*In line with our data protection policy, this signed agreement will be kept by the parish for the duration of the volunteer or employee's role and for six years thereafter.*