

West Sussex County Council

Volunteer or Work Experience Confidentiality Agreement

As a volunteer, or in gaining work experience with West Sussex County Council you are likely to come across confidential information about the council and personal data about its current and former staff, clients, customers, partner agencies and third parties. This information may be in many forms including paper files, and through electronic and digital devices.

You must at all times respect all forms of personal information and not use the information for your own benefit or disclose the information, except where required or instructed by your line manager or permitted to do so by law.

Before starting with West Sussex County Council, you must sign the two copies of the confidentiality declaration agreement below. Once signed, you and your manager will each retain a copy. Your manager will retain this copy for our records throughout the duration of your volunteer or work experience assignment with the council.

The wording in this agreement below reflects the requirements of the West Sussex County Council (WSSCC) to comply with the Data Protection Act and the General Data Protection Regulations (GDPR)

Confidentiality Agreement Declaration

I (xxxxxx) hereby agree that I will at all times, whether on work experience or during the course of my volunteering assignment and except where such information is in the public domain:

- Not reveal or use any personal or sensitive data stored or accessed by West Sussex County Council for personal gain;
- Not reveal or use confidential information regarding systems and programme design, and data for personal gain;
- Not discuss any personal or sensitive data stored or accessed by West Sussex County Council with anyone who is not legitimately entitled to receive this information; discussion about personal or sensitive data should only be where it is necessary by the nature of work carried out on behalf of the council and during working hours;
- Use computer equipment and access the internet only when authorised to do so and only for official employer business, as unauthorised usage could result in damage to the equipment and loss of stored data;
- Undertake to familiarise myself with the data protection procedures set down by the West Sussex County Council as a result of the General Data Protection Regulations;

I understand that any breach of this agreement could result in the council's sensitive and confidential personal data being disclosed to unauthorised users and recipients and that as a consequence West Sussex could be in breach of Data Protection Act or the General Data Protection Regulations.

As such the council will view any failure to adhere to this agreement as extremely serious and I understand could result in the cessation of my volunteer work or my work experience with immediate effect.

Nothing in this agreement prevents me from making a protected disclosure within the meaning of s.43A of the Employment Rights Act 1996.

Volunteer/ Work Experience/Career Taster Applicant

Name:

Signed:

Dated:

Manager

Name:

Signed:

Dated:

Job title / Directorate: