

<p style="text-align: center;">VOLUNTEER CONFIDENTIALITY AND SECURITY STATEMENT</p>
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As a Baptistcare Volunteer, you may have access to confidential information relating to our clients, staff, other Volunteers, and internal organisational matters. As such, Baptistcare asks that all Volunteers read and sign this document to demonstrate that you understand your duty relating to the privacy and security of confidential information.

As a Baptistcare Volunteer, I agree to:

- Maintain the confidentiality of any client information, financial data, staff or Volunteer information or internal Baptistcare operational matters at all times.
 - Not discuss or repeat any private or confidential information or incidents regarding clients, staff or Volunteers that I hear or see during the course of my volunteering duties.
 - Access and utilise confidential information only as required within the scope of my Volunteer Duty Statement, or as instructed by my immediate supervisor.
 - Not access any information that I have no legitimate need to know, nor remove from Baptistcare grounds any confidential or secure information, unless specifically directed by my supervisor.
 - Use available Baptistcare resources only for Volunteer duty related purposes, or as instructed by my supervisor.
 - Continue to honour my obligations under this Confidentiality and Security Statement after my volunteering role with Baptistcare has ended.
 - Abide by Baptistcare's Confidentiality and Privacy policies and practices as published on Baptistcare's SharePoint site (a copy of this can be obtained from my supervisor).
- ❖ For Volunteers with Computer and Information Technology Access:
- I will only access information that is relevant to my Volunteer duties.
 - I will not access confidential information relating to Baptistcare or its clients or staff, unless explicitly instructed to by my supervisor.
 - I will only use my Baptistcare email account for Baptistcare related communications.
 - I will protect access to the Baptistcare computer network by memorising or safely storing my password.
 - I will not share my password with others, nor log on for others, or allow others to log on for me.
 - I will not alter, copy, release or delete any information contained in the network except within the scope of my Volunteer role.
 - I will use only the licensed software provided and will not download or install any unauthorised software.
 - I will lock or logout of the system when not at the computer.



I _____, have read and agree to abide by the terms of this Confidentiality and Security Statement. I understand that breaches in maintaining confidentiality will result in the termination of my volunteering with Baptistcare.

Signature: _____

Date: _____