



**Step up, safe space (SUSS) Community Interest  
company** Company No.  
13143815

**Volunteer Confidentiality Agreement**

As a volunteer for step up, safe space , you may have access to (or may learn of) information of a confidential nature.

When someone gives us any confidential information they need to be sure that we will not pass this onto anyone else without their prior permission.

Confidential information includes (but is not limited to)

- data collection system entries
- spoken words and presentations
- printed documents
- loose notes
- diaries
- memoranda
- drawings
- photographs
- electronic, magnetic and optical storage
- computer printouts

Step up,safe space, recognise that due to the nature of the support the cause aims to deliver, there may be times in which information must be passed on.

Step up, safe space will only ever share information when there is a risk of abuse/harm, this is in accordance with the step up, safe space 'Safeguarding' policy.

*If you have been party to any information which raises a concern to you, you will be expected to share this with a member of the Step up, safe space management team.*

Step up, safe space takes confidentiality extremely seriously, if any cases of poor practice occurs there will be disciplinary consequences.

### **Confidentiality Statement**

I understand that while volunteering with Step up, safe space, I may come across information that is confidential. I agree that I will never disclose such confidential information to anyone outside of the project, subject to the exception outlined above.

I also agree to respect the intellectual property of Step up, safe space and not to pass on any referral forms or documentation I may use in the course of volunteering for Step up, safe space to anyone outside of the project.

I understand breaches of this agreement could result in disciplinary procedures occurring which could lead to termination of volunteering with Step up, safe space .

Signed ..... Date .....

..... Name.....