



# British Wildlife Rehabilitation Council

## Trustee and Volunteer Confidentiality and Data Protection Agreement

It is essential that anyone who has access to confidential, personal, and sensitive personal information understands how to handle, store, and share it appropriately in line with BWRC policies and procedures and complies fully with the Data Protection Act 1998 and the United Kingdom General Data Protection Regulation 2021 (UK GDPR).

### **Confidential Information**

Information is held on trust, and BWRC trustees and volunteers are not allowed to discuss this information outside the charity, send it by any means to any third party, share it in general conversation, or use it for their own purposes whilst in their role or once their role has ended. As part of their trustee or volunteer induction, the current trustees will provide support and information relevant to their specific role and will encourage them to ask for support in this area whenever needed.

Confidential information must only be used for the specific purposes it was intended and shared on a 'need to know' basis. It may include:

- Information from conversations via phone calls, online or in-person meetings
- Membership details
- Email/text message/letter content
- Information about the charity's activities, finances, or planning

### **Personal Information**

Personal information is any information that can be used to identify a living individual such as their:

- Name
- Date of birth
- Address
- Email address
- Phone number

Personal and sensitive information is information which could be used to discriminate against a living individual such as their:

- Sexuality
- Ethnicity
- Religious or political beliefs
- Mental or physical health

BWRC recognises that different volunteer roles may require the collection of different information and requirements.

All BWRC volunteers and trustees who have or will have access to confidential, personal, or sensitive personal information are required to sign this agreement.

In the event that a volunteer or trustee breaches the agreement, BWRC will work with them to understand the circumstances surrounding the breach before deciding on a way forward, which may include asking them to step down from their role.