



## **GREENWICH FOODBANK LIMITED**

**REGISTERED CHARITY 1152007**

**COMPANY NUMBER 8257431**

### **CONFIDENTIALITY AGREEMENT**

**Parties to this agreement:**

1. **Greenwich Foodbank Limited, of 3, Mulbarton Court, Kemnal Road, Chislehurst, Kent BR7 6NE.**
2. **Name: ..... of Address: .....**

**While working with or employed by Greenwich Foodbank Limited (the foodbank), in either a volunteer, self employed or paid capacity:**

- a. You will receive personal, financial and project information relating to its donors, clients, including identity, partners and beneficiary groups, which is considered to be confidential to the foodbank or the owner of that information.
- b. You are given access to this information in order that you may carry out your duties working or volunteering with the foodbank.

**It is hereby agreed:**

1. While working with the foodbank in either a paid, self employed or a volunteer capacity and after termination (however caused) of work, you will observe strict secrecy as to the affairs of the foodbank. This particularly covers client identity, information on the foodbank database, partners and projects.
2. This information will not be divulged to a third party (except another foodbank member authorised to receive this information) during your work with the foodbank or after you finish working with the foodbank except in the proper course of your duties or with the written permission of the Directors of the foodbank.

3. You will not remove from the foodbank without authority or allow others to remove, or copy the contents of documents, computer disks, tape, or tangible items, which contain foodbank information or belong to the foodbank.
4. You will return to the foodbank on request and particularly upon termination or end of working with the foodbank all documents, computer discs, tapes, photographs and other tangible assets in your possession or under your control, which belong to the foodbank or which contain or refer to any confidential information.
5. If you have foodbank information on a personal computer, CD, tape or disk or under your control you agree to delete or return it.
6. You will keep client identity secret. The exception to this is where you are subject to law to declare it. (For example where there is compelling evidence of a serious crime, act of terrorism, or offences against children.) You will not copy client records.
7. I have read the Greenwich Foodbank Limited confidentiality agreement dated today's date and agree to abide by it and I understand my responsibilities. I understand breaches may constitute Gross Misconduct and could result in dismissal, termination of paid or volunteering employment with the foodbank or/and prosecution.

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

Name .....

Witnessed by: *(Signed, Name and Address)*

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

Name .....

Position ..... On behalf of Greenwich Foodbank Limited.