

CAREER DEVELOPMENT CENTRE

VOLUNTEERING: CONFIDENTIALITY POLICY

- You should regard all information you have come across during your volunteering as confidential unless advised otherwise.
- No information should be released to a third party without first seeking the agreement of your immediate supervisor within the partner organisation and/or the individual concerned, as appropriate.
- It is vital that you never promise to keep a secret. For example, if a child makes a disclosure about abuse, you are required by law to report this to social services and you can obtain more information about this from the partner organisation.
- It is also important to remember that you should not disclose your own personal details (home address, telephone number etc.) to clients, but should use the partner organisation address if an address has to be given. Always double-check this practice with your immediate supervisor at the partner organisation.
- You should be aware that you are not breaking confidentiality if you speak to staff at Career Development Centre or at the partner organisation about a problem arising from volunteering.
- If you witness or are subjected to an act of discrimination or abuse, on any account, it is your legal right and responsibility to report it immediately to your supervisor at the partner organisation or a member of the Career Development Centre staff.
- You have the right to access your own personal records. If you wish to see these records it can be arranged through the Career Development Centre staff.
- All personal information (computerised or otherwise recorded) collected and held by the Career Development Centre is covered by the University's Data Protection Act.
- We will hold partners' organisations' details for a maximum period of 2 years upon which a fresh invitation is issued for the partner to re-register.
- We support and adheres to the University's policy on Students' records, which a maximum of 2 years after graduation.