



## **CONFIDENTIALITY POLICY**

HSTAR SCOTLAND SCIO has a strict confidentiality policy. During the course of your volunteering activity you may have access to information of a confidential nature. This could be as simple as having access to other volunteer's details which you may be adding to our database or overhearing a member of staff talking with a volunteer over the phone.

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

The only exception to this is if you have been party to any information which raises a concern to you for example; - a child protection issue. In this case you will be expected to share this with a member of staff.

### Confidentiality Statement

I understand that while volunteering with HSTAR SCOTLAND SCIO I may come across information that is confidential. I agree that I will never disclose such confidential information to anyone outside of the HSTAR SCOTLAND SCIO offices.