

Volunteer Agreement

This is a description of the arrangement between you the volunteer, and Ashford and St Peter's Hospitals NHS Foundation Trust in relation to your voluntary role.

We, Ashford & St Peter's Hospitals NHS Foundation Trust (ASPH) will do our best:

- To introduce you to how the Trust works and your role in it and to provide any training you need.
- To try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us.
- To provide adequate insurance cover for you whilst undertaking voluntary work approved and authorised by us.

As a volunteer we expect you:

- To keep to the agreed volunteer role and agreed times of attendance as far as possible.
- To follow the Trust's policies and procedures including health and safety, I.G (confidentiality), equal opportunities, diversity and inclusion.
- To work in partnership with other people in the Trust.
- To inform the staff in the department you are working in if you are unable to attend the placement for any reason.
- To agree to maintain the privacy and confidentiality of all information including and in particular patient identifiable information in accordance with the Data Protection Act 1998 and related legislation.
- To agree to abide by the Confidentiality declaration on the reverse side of this agreement.
- To undertake any training identified as necessary to carry out your role.

Please note:

The Trust does not accept responsibility for loss or damage to your personal property

By signing this document you agree to accept the terms and conditions of volunteering for Ashford & St Peter's Hospitals NHS Foundation Trust.

Signed VolunteerDate

NAME:

**** Note: This agreement is in honour only and is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.****

Confidentiality and Privacy:

Privacy and the protection of confidential information is a serious issue and one of which all personnel need to be aware of. Failure to adhere to Data Protection Legislation can have legal ramifications.

You are reminded that it is a condition of the volunteer agreement to observe Trust Policies and procedures. You should be aware that any action or behaviour contrary to Trust policies and or Data Protection legislation may result in your volunteer agreement being terminated and could result in legal action being taken against you through the courts.

- I understand that, while I am employed / contracted / working in a voluntary capacity for Ashford & St Peter's Hospitals NHS Foundation Trust, I may have access to personal information collected for purposes of patient care or for administrative, statistical or other purposes. Such personal information includes the identity of, and personal and health information about individual persons.
- I undertake not to knowingly access any personal information unless such information is essential for me to properly and efficiently perform my duties / obligations.
- I recognise and accept that access to, holding and use of information is subject to the Data Protection Act 1998 and principles contained within that Act and undertake to comply with those principles, relevant UK and European legislation and Trust policies affecting the Holding, Obtaining, Recording, Using, Sharing and Shredding (deleting) of information.
- In order to fulfil this undertaking, I will not divulge any personal information regarding individual persons, except as allowed by the Data Protection Act. For example:
- I understand it is important that personnel in wards, departments and units do not discuss any matters relating to the work of their particular section with personnel of other services, departments and units unless the subject matter officially concerns that other section.
- I am aware that matters concerning the work of the health service including information about patients/staff should never be discussed outside of the health service. All personnel have a moral and legal obligation to the patients, staff and to Ashford & St Peter's Hospitals NHS Foundation Trust not to violate the trust imposed.
- I also undertake to follow any other information privacy and security procedures as stipulated by Ashford & St Peter's Hospitals NHS Foundation Trust policies in relation to any personal information which I may access in the course of my duties.
- In order to fulfil this undertaking I will ensure that, so far as it is within my control, such information, whether in the form of paper documents, computerised data or in any other form, cannot be viewed by unauthorised persons, and that the information is stored in a secure and orderly manner which prevents unauthorised access while maintaining availability of the personal data should it be needed in the legitimate interests of the Trust.
- I further undertake to inform my supervisor or the Trust IG Manager if I become aware of any breach, or suspected breach, of privacy or security relating to the information which I access in the course of my duties.