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## CONFIDENTIALITY AGREEMENT

### Parties to this agreement:

1. The Wirral Food Bank  
Unit 14 Wirral Business Centre  
Dock Road Birkenhead  
CH41 1JW
  
2. Name: .....
  
Date: .....

### While working with or employed by The Wirral Food Bank, 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 Wirral Food Bank 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 Wirral Food Bank.

### It is hereby agreed:

1. While working with The Wirral Food Bank 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 Food Bank. This particularly covers client identity, information on The Food Bank database, partners and projects.
  
2. This information will not be divulged to a third party (except another Trust member authorised to receive this information) during your work with The Wirral Food Bank or after you finish working with The Food Bank except in the proper course of your duties or with the written permission of the Trustees.
  
3. You will not remove from the Wirral Food Bank without authority or allow others to remove, or copy the contents of documents, computer

disks, tape, or tangible items, which contain Food Bank information or belong to The Wirral Food Bank

4. You will return to The Wirral Food Bank on request and particularly upon termination or end of working with The Food Bank all documents, computer discs, tapes, photographs and other tangible assets in your possession or under your control, which belong to The Food Bank or which contain or refer to any confidential information.
5. If you have Food Bank 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, particularly in respect of any Overseas Workers Lifeline Services (OWLS) work. 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 Wirral Food bank 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 Trust or/and prosecution

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

Name.....

Witnessed by:

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

Name .....

Position .....

On behalf of The Wirral Food Bank