



CONFIDENTIALITY POLICY – PERSONAL DECLARATION

I understand that whilst volunteering as a Tenant Inspector with North Lincolnshire Homes (NLH) that I may handle confidential information relating to NLH, its staff members, volunteers, users and tenants.

I understand that I only have access to this information in order to complete the duties of my post.

I realise that I must not pass such identified information to anyone, either within NLH or outside it, in any circumstances, without the direct instruction of a paid NLH officer.

I realise that this confidentiality must continue at all times and that this agreement will continue after I cease to volunteer with North Lincolnshire Homes. I realise that if I were to breach this declaration of confidentiality that I may be subject to a civil prosecution for damages by a resident / tenant or their family, or criminal prosecution under the Data Protection Act 1984.

I agree to adhere to the Code of Conduct for Volunteers, and that I will not “Cold Call” on any new tenant to conduct a Quality Lettable Standard (QLS) check.

I _____
(Name in block capitals) (Tenant Inspector)

confirm that I understand and agree to abide by this declaration of confidentiality and code of working.

(Signature) (Date)

(Witnessed by) (Position)