

## Data Confidentiality and Data Protection Statement of Compliance

Huntingdon Area Money Advice (HAMA) handles highly confidential material consisting of clients' personal data including among other things their financial situation, family circumstances and, in some cases, health status. HAMA volunteers may also become aware of information relating to safeguarding that affects a client or his or her family or others. In addition volunteers may have access to confidential information on other HAMA volunteers.

As a HAMA volunteer you are expected to handle all such information, whether written, electronic or verbal, in a confidential manner and in accordance with our Confidentiality Policy and Data Protection Policy. In particular, details about clients should only be shared with others with the client's consent or where there is an overriding legal obligation (such as a child protection issue).

Any information held by volunteers must be kept securely. In the case of electronic files, computers (or other device such as phones) used to access HAMA's email account or files must be password protected with access to the account restricted to the specific HAMA volunteer. Volunteers are expected to be diligent in ensuring that any confidential data that has been downloaded onto a computer or other device is deleted in a timely manner, and that the data are also deleted from the computer recycle bin or equivalent. If it is necessary to transfer confidential data to unprotected media, such as flash drives, volunteers must ensure the media is kept securely and that the data is deleted at the earliest opportunity.

Volunteers must ensure that all HAMA accounts and data have been removed from their computers or other devices before disposal of the computer or device.

Further details are provided in the HAMA Confidentiality Policy and Data Protection Policy

*I confirm that I have read and understood the HAMA Confidentiality Policy and Data Protection Policy and I understand my responsibilities under them.*

*I confirm that if I cease working for HAMA I will return to HAMA any client information in my possession and will delete any client data I hold electronically.*

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

