



Application Form & Confidentiality Agreement

Thank you for your offer of help with the Foodbank. Please answer the following questions:

Full Name:		
Address:		
Postcode:		
Telephone Number:		
Mobile Number:		
Email:		
In Case of Emergency:		
Full Name:		
Telephone Number:		
Relationship:		
We make every effort to meet your needs; is there anything we need to be aware of in order to help you work with us? Delete as appropriate	Yes: please give brief details.	No
Do you have any criminal convictions (except those 'spent' under the Rehabilitation of Offenders Act 1974)? Delete as appropriate	Yes: Please talk to the Administrator/Coordinator	No

I am interested in helping in the following area(s):

Helping in Centre Delete as appropriate	Bideford / Barnstaple / Ilfracombe / South Molton / Holsworthy / Lyn Valley
Availability Delete as appropriate	Mon / Tues / Weds / Thurs / Fri
Foodbank Ambassador	Food Collection Days
Warehouse (Bideford)	Administration
One off Events	Assisting Rural Deliveries

Confidentiality and Data Protection

While working with or employed by Northern Devon Foodbank, in either a volunteer, self-employed or paid capacity:

- 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 Northern Devon Foodbank or the owner of that information.
- You are given access to this information in order that you may carry out your duties working or volunteering with Northern Devon Foodbank.

The foodbank data system records a range of data, including personal data about clients. Some of this personal client data may be of a sensitive nature. It is essential that all client personal data is kept and handled securely at all times, and not revealed to others or used inappropriately.

The foodbank is registered with Information Commissioner's Office and seeks to comply with the Data Protection Act. Data security is taken very seriously, and all foodbank personnel with access to client data are required to act responsibly and in accordance with the foodbank's data protection policy.

Please read carefully the statements below. If you are not sure what a statement means, you must ask your foodbank manager, volunteer coordinator or other designated foodbank personnel.





It is agreed that while working with Northern Devon Foodbank (the Foodbank) in either a paid, self-employed or a volunteer capacity and after termination (however caused) of work:

1. I will observe strict secrecy as to the affairs of the Foodbank. This particularly covers client identity, information on the Foodbank database, partners and projects.
2. I will not leave paper vouchers that contain client data where they may be seen by others
3. I will only access, amend or delete client data in the foodbank data system when it is necessary to carry out the tasks that I have been directed to do
4. I will not disclose or share client data from the data system with another organisation or person in any way unless directed by the foodbank manager
5. I will not export or print client data from the data system unless explicitly directed by the foodbank manager
6. I will not record in the data system any comments about a client which the foodbank management would be unhappy for the client to see (e.g. following a Subject Access Request)
7. I will keep data system passwords secure at all times and not leave the data system in a state so that others can access it
8. I will not remove from the Foodbank without authority or allow others to remove, or copy the contents of documents, computer disks, or tangible items, which contain the Foodbank information or belong to the Foodbank
9. I will return to the Foodbank on request and particularly upon termination or end of working with the Foodbank all equipment, documents, computer discs, photographs and other tangible assets in my possession or under my control, which belong to the Foodbank or which contain or refer to any confidential information
10. I will not store Foodbank information on my personal computer, phone or other electronic equipment

Northern Devon Foodbank is committed to protecting data privacy and will process your personal data in accordance with the Data Protection Act 1998. Your data will only be used for purposes relating directly to your volunteering and other foodbank activities. It will only be seen by foodbank personnel responsible for your volunteering. It will not be passed to any other organisation. Our Data Privacy Statements are available to download at www.northerndevon.foodbank.org.uk

Declaration:

I have read this agreement and agree to abide by it and I understand my responsibilities. I understand breaches could result in termination of my paid or volunteering employment with the Foodbank.

Signed Date

Name.....

Signed on behalf of Northern Devon Foodbank:

Date.....Name

Position

