



The Indian Orthodox Church CLG (St. Thomas Indian Orthodox Church)

**Malankara House, Old Lucan Road, Palmerstown, Dublin 20, D20 VP97, Ireland.
Charity Reg. No - 17764**

Confidentiality Agreement

Thank you for volunteering your services to the Parish. In the course of your volunteer duties, you may have access to confidential or sensitive information. The Parish is required to protect such information in accordance with the General Data Protection Regulation (GDPR). As a condition of volunteering, you are required to comply with the following obligations:

- You agree that you will not, during or after your period of service with the Parish, disclose to any unauthorised person, or use for your own benefit or for the benefit of any other organisation, business, or company, any confidential information relating to the affairs, finances, ministry, or business of the Parish that comes to your knowledge through your volunteer work, unless disclosure is required by law.
- You agree to exercise due care at all times to ensure that any information shared in the course of your volunteer duties is necessary for the performance of those duties and is disclosed only to persons who are authorised and entitled to receive such information.
- You agree not to discuss any aspect of your volunteer or administrative work with representatives of the media, nor to publicise or disclose any confidential information relating to your work, whether orally, in writing, or through any other medium of communication.
- You agree to ensure that all materials, records, and documents accessed during the course of your volunteer work are properly safeguarded and treated as confidential. All documentation must be securely stored at the end of each day and must not be removed from Parish or office premises without the express permission of the Parish.
- You agree not to remove any Parish-related work, particularly work containing personal or sensitive information, from the Parish premises for completion at home or at any other location.
- You are expected to act conscientiously and loyally in support of the aims and objectives of the Parish and to refrain from any action that may harm its interests, while respecting the ethos and teachings of the Parish at all times.

- Failure to comply with the confidential policies of the Parish may result in termination of volunteer status with the Parish.

I confirm that I have read the above statements and agree with them and I will, therefore, adhere to all confidential requirements contained in this agreement or as may be otherwise directed to me in writing by my supervisor as a volunteer.

Please complete this form in BLOCK CAPITALS and return this form to the Parish Priest

Full Name:	
Signature:	
Post held or Nature of Work	
Date:	

Privacy notice: Your personal information will be stored to verify that you have received and agreed to be bound by the terms of the Confidentiality Agreement in lieu of any work that you do for the Parish. This information will not be sold or shared with anyone.

For Office Use only	
Received By : _____	Date _____
Processed By: _____	Date _____

THIS COMPLETED FORM MUST BE KEPT IN A FOLDER MARKED 'GDPR COMPLIANCE' AND MADE AVAILABLE FOR AUDIT PURPOSES