

Liquorice Park Millennium Green Trust
Code of Confidentiality and Data Protection Summary

Code of Confidentiality

You shall not during your time as a volunteer with the Liquorice Park Millennium Green Park Trust (the **Trust**), or at any time after ceasing to volunteer with the Trust, disclose any confidential information concerning the Trust or its volunteers which has been entrusted to you.

This code does not apply to information which:

- Is ordered to be disclosed by a court or a competent jurisdiction or otherwise required to be disclosed by law; or
- Comes into the public domain (other than via an unsanctioned action by you)

Data Protection

All personal data that is provided to you in order to perform your role as a volunteer should be processed in accordance with the Trust's Data Protection Policy. A summary of which is below:

- All data provided by the Trust is confidential and must not be shared with anyone without the permission of the Trust.
- Data that is provided to you by the Trust must be stored securely:
 - Electronic data must be protected by a Firewall; up-to-date security (antivirus/ malware) software; and password protected access to the electronic device.
 - Paper, hard copy data must be kept securely and so that it is not able to be accessed by any unauthorised individuals. When it is not being used it should be locked away.
- Personal data must only be emailed securely. This means only emailed to the intended recipient and using encryption for emails involving sensitive data.
- When emails are sent to multiple recipients (2 or more), this should be done 'bcc' so that personal email addresses are not visible to the recipients.
- You may only use data provided to you for the purpose it was given.
- Data provided to you must be returned in the same format as provided or securely destroyed on completion of your role as a volunteer with the Trust.

The above are compulsory conditions to protect both your personal data, as well as the personal data of others. If you are in any doubt, please contact Philip Cragg , Chair tel. 07798 905285