

**VETERANS OUTREACH SUPPORT
CONFIDENTIALITY & DATA AGREEMENT**

Reasons for this agreement

- All information held by Veterans Outreach Support about Service Users, staff, agencies and contractors is confidential, whether held electronically or in hard copy.
- All information in respect of Veterans Outreach Support and its business (for example commercial, financial or other information) is confidential whatever its content.

Applicability

This agreement applies to all trustees, employees, contractors, practitioners, volunteers and all other people who work for Veterans Outreach Support. The term 'staff' applies to all the above persons.

Agreement

I will not, under any circumstances, disclose any Service User information, except to VOS approved agencies and individuals and other such relevant persons, on a need to know basis, for the purposes of providing advice, practical support, clinical assessment and the furtherance of welfare in accordance with the written consent held on the Service User Registration Form.

I will not, under any circumstances, disclose any confidential information about Veterans Outreach Support to anyone outside Veterans Outreach Support except as authorised or required by law or as agreed in the performance of my duties.

I understand that:

- I have a personal responsibility to protect and maintain the confidentiality of information relating to VOS.
- Any member of staff who suspects a breach of confidentiality should inform the General Manager immediately.
- Any breach of confidentiality will be considered a serious disciplinary offence and may lead to dismissal.
- All staff must comply with the computer, email and internet policies.
- This obligation will continue after the termination of employment.

Signed:

Print Name:

Post:

Date: