

Bohemia Walled Garden Association (BWGA)

Non-Disclosure Agreement

Please also read the Privacy Policy document before signing this agreement.

During your volunteering with the BWGA you may have access to information of a confidential nature in order to carry out your role.

Confidential information may be written, spoken or electronic and may include:

- phone conversations
- membership records
- emails/letters
- documents or contracts
- Login detail and passwords
- information about the charity's activities, finances or planning

Confidential information is held on trust, and you must not discuss it outside the BWGA or in general conversation, nor use it for your own purposes.

If you have information in written/printed format or on electronic devices, you must make every effort to keep it safe at all times. You must advise the committee of any lost information immediately.

Your duty of confidentiality is indefinite and continues after your involvement with the charity has finished.

When your involvement with the BWGA ends, you must share any electronic data with the Association and once received, remove such data from your own devices. You must also return all relevant paper records to the Association.

If you are ever unsure about any issues to do with data and confidentiality, you must speak to a committee member to clarify.

I have read the above statement and the Privacy Policy. I understand my responsibilities, and I will follow all guidelines set out in these documents.

Signature: _____

Name: _____

Date: ____/____/____