



Rowan Alba
More than just a roof

0131 229 7554 info@rowanalba.org rowanalba.org @RowanalbaLtd @RowanAlba

Confidentiality Agreement

You must not, either during or at any time after you stop volunteering with Rowan Alba, disclose any trade secrets or other confidential information relating to Rowan Alba or any of its activities including those in respect of which Rowan Alba owes an obligation of confidence to any third party.

“Confidential Information” means trade secrets and details of and information relating to employees, service users of Rowan Alba, matters of Health and Safety and any information, the release of which would damage Rowan Alba’s commercial interests, endanger staff or service users together with any information that is legally privileged. It also means any information which you are told is confidential, any information that is treated as confidential and any information in respect of which Rowan Alba has a duty of confidentiality to a third party including patients. Confidential Information also includes any and all information which

Rowan Alba is not obliged to release under the Freedom of Information Act 2000 (the Act) and where you are uncertain whether a piece of information falls within the Act you will not disclose such information unless and until you have received advice from Rowan Alba’s CEO or Board of Directors.

In accepting to volunteer with us, you agree that during your time with Rowan Alba you will:

1. not without proper authority remove from Rowan Alba’s premises, any confidential information
2. if Rowan Alba requests, electronically delete or otherwise destroy all confidential information in your possession or under your control and destroy all other documents and tangible items (including back-ups and/or extracts of them) in your possession or under your control which contain or refer to any confidential information.

Name:

Signature:

Date:

Last Review Date: May 2022 Under review Next review date: August 2023. This version replaces any previous one.

A Company Limited by Guarantee SC289744, with Charitable Status (Charity No. SC036775). Registered head office at 1 Lochrin Square, 92 - 98 Fountainbridge, Edinburgh, EH3 9QA