



CONFIDENTIALITY AGREEMENT

1. All information relating to SOS SEN, including all information about the organisation and its members, and in particular information supplied by or in connection with users of SOS SEN's services and/or relating to parents/carers/children/young people's personal circumstances and contact details, is strictly confidential.
2. The duty of confidentiality applies from the moment a parent, carer, young person or anyone on their behalf contacts SOS SEN to seek advice or provide information in relation to their case. The duty extends beyond the end of the case or the death of the parent, carer, young person or child.
3. Volunteers, including trainees and other persons authorised to be present when discussing parents', carers', children's and young people's personal affairs, must keep this information confidential and not use or disclose unless given express permission from the person who supplied the information and the person who is the subject of that information or, in the case of a child, their parent. The only exception to this rule is information we are legally obliged to disclose, for example in response to a court order or exceptional circumstances where children may be at risk.
4. No SOS SEN or service users' documentation may be taken out of the office or Advice Centre premises without express permission from the service user concerned and/or permission from the SOS!SEN Co-ordinator, Administrator or Trustee.
5. Volunteers' confidentiality obligations extend indefinitely and remain in force after the termination of the period when they volunteer with SOS SEN unless and until SOS SEN authorise their release.

I agree to comply with the above.

(signed)

Printed name:

Date: