

Form 5.1A(1) and Form 1.1A(5) Agreement Form and Confidentiality Declaration Form for all Volunteers

Full Name: _____
Parish: _____
Role: _____

AGREEMENT FORM (Form 5.1A(1))

(N.B. – to be completed by all Church Personnel)

Data Protection:

Data will be held on file in accordance with the data protection policy of the Diocese of Waterford & Lismore. The data entered will be used only for the purposes indicated on the form. It may be accessed only by those with responsibility for managing files.

DECLARATION:

AS PART OF MY WORK IN THE ABOVE MENTIONED ROLE I CONFIRM THAT:

- I have been made aware of the child & Adult Safeguarding Policies and Procedures including the Code of Conduct for adults, as applicable;
- I have been given an opportunity to have any questions addressed by a representative of the local Church authority;
- I will attend a safeguarding information session / full-day programme.

I AGREE to work within the Waterford & Lismore Diocesan Safeguarding Children/Adult Policies and Procedures, and to report all safeguarding concerns to the D.L.P.

CONFIDENTIALITY DECLARATION (Form 1.1A(5))

(N.B. - to be completed by all persons who have access to the personal data of others, i.e. priests / sacristans / acting sacristans / parish office staff / safeguarding representatives, parish safeguarding committee members, etc.)

I confirm and declare that all confidential and personal information that is disclosed to me or to which I have access during the course of acting as:

will be kept strictly confidential, and shall:

- a. *not be disclosed or otherwise made available by me to any person, except in accordance with the procedures set out in the safeguarding children policy and procedures;*
- b. *be used by me only for the purpose of the procedures set out in the safeguarding children policy and procedures.*

If I am required to disclose confidential or personal information in accordance with law or by virtue of a court or similar order, other than in accordance with the safeguarding policy and procedures, nothing in this declaration prevents me from doing so. However, in those circumstances, I will inform the relevant Church authority without delay.

I acknowledge that some or all of the confidential and personal information may contain 'personal data' and 'sensitive personal data' within the meaning of data protection legislation, and I therefore agree to comply with my obligations under this legislation. In so far as I am the data processor in accordance with the Data Protection Acts, then I agree only to process personal data on, and subject to, the instructions of the relevant data controller, maintain appropriate security measures against all unlawful processing in respect of the personal data, and allow the relevant data controller to monitor and audit my compliance with my obligations in respect of personal data.

MY OBLIGATIONS UNDER THIS DECLARATION CONTINUE EVEN AFTER I MAY CEASE TO ACT IN THE ABOVE MENTIONED ROLE.

Signed:- _____

Date:- _____

(NB - Please write N/A across the Confidentiality Form if not applicable to you)

This form should only be used if the event/activity has the prior approval of either the Diocese or the local parish within the Diocese.