



## Policy: Confidentiality

This policy seeks to ensure the Charity is not unfairly disadvantaged by having its hard work copied or distributed without its permission.

Volunteers are likely to become aware of confidential information about us, our service users and third parties. This policy covers such events.

### 1. RESPONSIBILITIES

- 1.1. The Volunteer is aware that during their time with the Charity they may be party to confidential information concerning the Charity's business. The Volunteer will not during the term of their Volunteering disclose or allow the disclosure of any confidential information.
  - 1.1.1. Except in the proper course of their Volunteering or following:
  - 1.1.2. [Data Protection Policy](#) or [Whistleblowing Policy](#).
  - 1.1.3. This includes **copying or releasing** source code, graphics, documents, spreadsheets to the public domain without consent.
- 1.2. After the termination of Volunteering the Volunteer will not disclose or use any of the Charities trade secrets or any other information that is of a sufficiently high degree of confidentiality to amount to a trade secret.
- 1.3. The Charity will be entitled to apply for an interdict to prevent such disclosure or use and to seek any other remedy including without limitation the recovery of damages in the case of such disclosure or use.