



HACKNEY SEND PARENT CARER FORUM

Confidentiality Declaration

Whilst working as a Steering Group member, volunteer or in association with Hackney SEND Parent Carer Forum (HSPCF), you may have access to personal information relating to families, members, staff, volunteers, and organisational matters within the London Borough of Hackney.

This policy governs the internal operations of Hackney SEND Parent Carer Forum while hosted by City & Hackney Carers Centre. Legal and financial responsibilities held by the Host remain subject to the Hosting Agreement.

All such information must be always treated as strictly confidential, including after you have left HSPCF or are no longer associated with the organisation.

It is the responsibility of all HSPCF volunteers and staff to keep the confidentiality and privacy of all families, members, staff, volunteers, and organisational information to which they have access. This includes ensuring the security of documents, files, computer data, photographs, technical data, and other personal information belonging to HSPCF.

I _____ agree that I will always keep the confidentiality of all privileged, personal, or proprietary information to which I am exposed whilst working as a Steering Group member, volunteer or in association with HSPCF. This obligation continues after my involvement with HSPCF ends and applies whether the information relates to families, members, parent carers, paid staff, volunteers, partner organisations, or the operational business of HSPCF.

If I am uncertain about the appropriate use or sharing of confidential information, I will seek guidance from City & Hackney Carers Centre (as Data Controller), the Chair, or the Vice-Chair of HSPCF before acting.

This declaration supports compliance with UK data protection law and HSPCF's Data Protection Policy and Privacy Notice.

Steering Group Member / HSPCF Volunteer Signature:

Date:

Chair or Vice-Chair Signature:

Date:
