Date:

Dear

I am writing to inform you of your obligations with respect to the handling of DoodleAid data and administrative information originating from any user of Doodleaid’s services including, but not limited to, fosterers, persons who re-home dogs, volunteers, trustees, vets and behaviourists

When conducting any volunteer work for DoodleAid you might have to access personal, confidential data. You must be are aware of the importance of observing and protecting user confidentiality when you are accessing their data by any means, directly or indirectly, even if it appears to be anonymous.

You must limit access to such information to that strictly necessary to carry out tasks appropriate to the work of DoodleAid and to keep any such information confidential. When you obtain copies of data for DoodleAid purposes you must only do so within the scope of the work, keeping such data secure and returning or destroying it as soon as possible. You must keep confidential and secure any data held on hard disks as soon as practicable. Paper copies of information must be kept secure and the data only used for the purposes it was intended. If you are unsure at any time, you should consult with a trustee of the charity before using the data.

You must be aware of the importance of respecting the confidentiality of personal data.

Signed - for Doodleaid

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I confirm that I have read this letter, of which I have retained a copy, that I understand my obligations, that I agree to meet them and understand the consequences of not doing so.

(Signed by volunteer)

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