



Registered Charity No 1173141

## DECLARATION & AGREEMENT TO DATA RETAINED UNDER THE DATA PROTECTION ACT & GDPR 2018

### 1. DECLARATION AND AGREEMENT TO TERMS OF RETAINER

#### I, THE UNDERSIGNED, AGREE AND UNDERTAKE THAT

In my capacity of registered therapist, administrator, volunteer, Trustee or paid or unpaid worker (whether ad hoc, self employed or contracted) confirm

- i. I will not discuss, reveal, speak about, publish or share in any way or format whatsoever any confidential information or personal information concerning any beneficiary of the Trust's services, my co-workers, or any personnel connected with the Trust other than that which is required of me to carry out my work to benefit the aims and mission of the Trust
- ii. At no time will I say or do anything to bring the Trust into disrepute, nor involve the Trust or purport to represent it in any legal or other dispute or argument with any person, party, business, organisation entity or other body
- iii. I confirm I will always represent the Trust with openness and honesty in all my dealings with the general public, beneficiaries, medical and health practitioners or any other organisation, business entity or body and always conduct myself in a professional and businesslike manner having the high regard in which the Trust is held, when representing it to the public in carrying out my duties in any capacity whatsoever
- iv. I further confirm that should any occasion arise as a difficulty mentioned above, I will immediately report this to the Trustees and do everything in my power to assist the Trust and its Trustees to resolve such difficulty or problem with a view to bringing such matter to a satisfactory conclusion

In signing this declaration below I confirm and undertake to comply with these requirements

### 2. DATA PROTECTION NOTICE

In providing my services to the Trust (whether as Trustee, Therapist, Volunteer or paid supplier of work or services) I understand it is necessary for my personal data to be entered and recorded on a database system to ensure the functioning of the Trust's aims and mission. In signing this declaration I confirm my agreement to my personal data being recorded and retained in this way.

I understand I have the right to request a copy of this data and to require any errors or updates to be entered on it. Further I understand that on my services no longer being offered by me or required by the Trust all my data will be removed and destroyed

Signed.

(Print name here.....)

) Date.....