



Confidentiality Agreement

This Confidentiality Agreement is made between:

Splatter & Spark and _____

[Staff Member / Volunteer / Contractor Name]

1. Purpose

The Recipient acknowledges that, during the course of their involvement with Splatter & Spark, they may have access to confidential information relating to:

- Children, families and service users.
- Health, medical or special needs details.
- Personal contact information.
- Safeguarding or child protection records.
- Financial, operational or organisational information.

This Agreement sets out the Recipient's duty to protect such information.

2. Confidential Information

"Confidential Information" includes all personal, sensitive, or organisational information, whether written, verbal or digital, which is not publicly available.

3. Recipient's Obligations

The Recipient agrees to:

1. Treat all information as strictly confidential.
2. Use information only for the purpose of carrying out their role within Splatter & Spark.

3. Store and handle information securely at all times.
4. Not disclose, copy, or share confidential information with any third party without written authorisation from Splatter & Spark, unless required by law.
5. Immediately report any data breach, safeguarding concern, or accidental disclosure to the Data Protection Lead / Safeguarding Lead.
6. Continue to respect confidentiality even after their role with Splatter & Spark ends.

4. Exceptions

The Recipient understands that confidentiality may be broken only when:

- There is a safeguarding or child protection concern.
- There is a legal obligation to disclose information.
- Disclosure is necessary to prevent serious harm to a child or vulnerable person.

5. Data Protection

The Recipient agrees to comply with the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018 (Ireland)** when handling personal data.

6. Consequences of Breach

A breach of this Agreement may result in:

- Disciplinary action (for staff/volunteers).
- Termination of contract or role.
- Possible legal action if the breach results in harm or violates data protection law.

7. Acknowledgement

By signing this Agreement, the Recipient confirms that they:

- Understand their responsibilities under this Agreement.
- Agree to uphold confidentiality at all times.
- Have received, read and understood Splatter & Spark's GDPR & Confidentiality Policy.

Recipient (Staff/Volunteer):

Name: _____

Signature: _____

Date: _____

On behalf of Splatter & Spark:

Name: _____

Role: _____

Signature: _____

Date: _____