

Volunteering & Employability

Confidentiality

Confidentiality is defined as *“ensuring that information is accessible only to those persons authorised to have access to it,”* and is one of the cornerstones of information security.

As a volunteer it is very important to ensure that you abide by your organisations confidentiality guidelines and these should be made clear to you during your induction session. As a general rule you should never disclose any information relating to the project you are supporting, its staff or clients to anybody. This information can include things like people’s names, addresses, contact details or personal information.

If, as a volunteer, you are in any way concerned the subject of confidentiality and how to abide by it, please feel free to speak to a relevant member of staff at your placement organisation or school, or speak to a member of staff at the Volunteering and Employability office in the Coventry University Students’ Union on Priory Street.