(INSERT NAME OF ORGANISATION) recognises that volunteers may gain personal information about individuals during the course of their Covid-19 volunteering activities. In order to make sure that we protect the privacy and safety of people during this time, we have outlined a few key principles that will underpin our work:

1. We will not request personal information from people regarding their health, financial or personal circumstances, other than information required for us to deliver a service.
2. Any personal information volunteers are given about a person, whether by the organisation or the individual themselves, should be treated as confidential
3. Volunteers should not discuss or disclose information about anyone that they have volunteered to deliver a service to other than:
	1. the volunteer co-ordinator or
	2. another volunteer they may be passing information to for the purposes of providing assistance to the person (unless in relation to ).
4. Staff and volunteers will familiarise ourselves with the Safe Volunteering Guidance which can be found on the Argyll and Bute Council website [here](https://www.argyll-bute.gov.uk/coronavirus/volunteering).