Data Protection Confidentiality Agreement

The Dioceses of Clonfert, Galway, Kilmacduagh and Kilfenora are committed to protecting the Personal Data of all Employees, Volunteers and Parishioners in line with current Data Protection legislation. The Dioceses acknowledges that Personal Data identifying is categorised as "sensitive" personal data and is therefore afforded a higher level of protection.

The Dioceses of Clonfert, Galway, Kilmacduagh and Kilfenora are committed to protecting all information relating to the business, products, affairs and finances of the Dioceses as well as trade secrets including, without limitation, technical data and know-how relating to the Dioceses or any of its contacts.

To this end, the Dioceses require that all Volunteers/Employees OBSERVE THE STRICTEST CONFIDENTIALITY when handling any personal or confidential information by virtue of their role within the Diocese/Parish.

Volunteers/Employees shall not directly or indirectly disclose any personal or confidential information which may come into their possession or procurement by virtue of their role to any person, body or corporation outside of the Dioceses, unless directed to do so by Revenue authorities, a Court of Law or by the Diocese/Parish in the particular matter.

Volunteers/Employees shall, upon termination of their service or employment in whatever manner and for whatever reason, deliver forthwith and without prior request, all documents, reports, specifications, charts, papers and other records (the property of the Diocese/Parish) which are in their possession, power or procurement.

Volunteers/Employees shall show due discretion when handling Diocesan/Parish information and shall not use or attempt to use, disclose or attempt to disclose, any Diocesan Information in any manner which may cause injury or loss to the Diocese/Parish or any other person/body.

Volunteers/Employees who process personal data or confidential information on behalf of the Dioceses from their own home or any external location are required to keep this information secure to avoid unwanted or unlawful loss or disclosure.

I, the undersigned, being a Volunteer/Employee of the Diocese of Clonfert and/or the Diocese of Galway, Kilmacduagh and Kilfenora have read and understood the above statement, and agree to be bound by its terms both for the duration of my involvement in the work of the Dioceses and indefinitely thereafter:

Signature: _____ Dated: ____ / ____ / ____

In line with our Data Protection Policy, this signed agreement will be kept by the Diocese/Parish for the duration of the Volunteer/Employee's role.