



When representing Hereditary Spastic Paraplegia Support Group (HSPSG), you may need to have access to personal information about HSPSG members.

HSPSG is committed to keeping this information confidential. Confidentiality requires that access to this information is on an authorised need to know basis. You must assume that all information about members is confidential.

You may use only the information you have been authorised to use, and for purposes that have been authorised. You should be aware that unauthorised access to data about individuals is a criminal offence. This is derived from the HSPSG Data Protection and Confidentiality Policy which is available as a separate document.

You must:

- Not compromise or seek to evade security measures (including computer passwords)
- Be careful when sending information to other authorised individuals.
- Not gossip about confidential information with any other person.
- Not disclose information unless you are sure the recipient is authorised to have it.
- Securely keep any personal information you are authorised to have.
- Not retain member information for longer than it is necessary to do so.

Unless authorised, you must not pass on information to any other person whether involved in HSPSG or otherwise. If you are in doubt about whether to disclose information you should withhold the information while you check with an appropriate person that the disclosure is appropriate.

Breach of the HSPSG Data Protection and Confidentiality policy may result in you being personally liable for any penalties arising from the breach.

Your confidentiality obligations continue to apply indefinitely after you have stopped representing HSPSG.

**I have read and understand the above statement. I accept my responsibilities regarding confidentiality.**

**Signed:**

**Date:**

**This form is to be returned to the HSPSG Secretary for filing.**