**Topaz Usage Terms and Conditions**

**Version 1.0**

**February 2017**

Due to the sensitive nature of the data held within the Volunteering System (Topaz) it is important we ensure that controls are in place to protect it, in addition to standard security provisions. A clear understanding of the confidentiality and data protection issues must be confirmed before access to the system is granted.

### Volunteer Data

In signing up to Topaz you give RNIB Group of Charities permission to store your personal data and to use it to contact you with regards to your volunteering role or wider developments within the charity that affect your role. We will not contact you about other activities unless you give us express permission to do so. We will not share your data with third parties outside RNIB Group of charities

**Confidentiality:**

Whilst you are working with the RNIB Volunteering System ‘Topaz’ you will have access to some sensitive and confidential information. As an employee/volunteer of RNIB Group you are subject to abide by your organisations confidentiality and data protection clauses.

All data stored within Topaz is subject to data protection and confidentiality clauses.

**Data Protection Law:**

We are required by law to record and protect all employees and volunteers under the Data Protection Act 2000. This law states that data should only be accessed where required within the remit of an individuals' role and that this information must be kept secure. In signing up to volunteer for us through Topaz you agree:

* Not to access or attempt to access personal details of customers or fellow volunteers which you do not require as part of your role.
* Not to remove, save or store personal details of customers or fellow volunteers outside of Topaz
* Not to use topaz or the personal details herein to contact others for any purpose other than your volunteer role with RNIB Group of Charities

### User Behaviour

* To behave in accordance with RNIB Policies at all times whilst using the communications tools on Topaz such as chatter.
* Not to post anything abusive or which misrepresents the RNIB Group of charities

**Licence Use**

By using Topaz you are agreeing to abide by the above. An intentional or negligent breach of use, for example passing on volunteer or customer data to third parties could evoke prosecution by the Data Commissioner and potentially RNIB could face substantial fines.