

IFM-SEI confidentiality agreement

For elected representatives, coordinators, ESC volunteers and others volunteers

This document is an updated version of the IFM-SEI Confidentiality Agreement, reflecting current organisational realities, legal considerations and internal practices.

Introduction and purpose

Confidentiality is the protection and responsible handling of non-public information. As part of their involvement with IFM-SEI, elected representatives, coordinators, ESC volunteers and other volunteers acting on behalf of IFM-SEI are entrusted with access to sensitive information relating to individuals, member organisations, internal processes, political positions, finances, governance and organisational development.

This information is shared to enable informed decision-making, effective coordination, mutual trust and the proper functioning of IFM-SEI. As such, most information accessed through work with or on behalf of IFM-SEI is confidential from both an ethical and, in some cases, legal perspective. Unauthorised disclosure may cause harm to individuals, damage trust, undermine IFM-SEI's work and reputation, and may lead to personal or organisational consequences.

This agreement is intended to protect IFM-SEI and the volunteers involved in its work by setting out clear expectations, responsibilities and safeguards.

Scope of application

This agreement applies to all individuals acting voluntarily on behalf of IFM-SEI, including but not limited to:

- Members of the IFM-SEI Presidium
- Members of the IFM-SEI Control Commission
- Regional Coordinators
- Thematic Network Coordinators
- European Solidarity Corps (ESC) volunteers
- Any other volunteers who, formally or informally, have access to non-public IFM-SEI information

This agreement applies regardless of whether the role is elected, appointed, short-term or long-term, and continues to apply after the end of the mandate or voluntary role.

General principle of confidentiality

All non-public information related to IFM-SEI is confidential by default and must remain within IFM-SEI unless explicitly stated otherwise.

Information may only be shared outside IFM-SEI when:

- It has been clearly identified as public, or
- Explicit authorisation has been given by the President or the Secretary General.

When there is any doubt, information must not be shared until clarification has been obtained.

Confidentiality in IFM-SEI

Confidential information includes, but is not limited to, the following:

- Personal data, especially sensitive personal data
- Information concerning minors
- Safeguarding-related information
- Financial data, budgets, funding and audits
- Legal matters, complaints or disputes
- Internal discussions, disagreements and deliberations
- Draft documents, strategy papers and internal reports
- Governance processes and decision-making
- Political positions under development
- Information related to organisational conflicts or evaluations

Confidentiality across channels and contexts

Confidentiality obligations apply at all times and in all contexts, including but not limited to:

- Emails and written correspondence
- Internal platforms, cloud-based tools and shared documents
- Messaging applications and social media
- Meetings, events, trainings and assemblies
- Informal conversations, including social settings

Confidential information must not be shared, regardless of the setting or the relationship with the listener.

Roles, representation and multiple mandates

Volunteers involved in IFM-SEI may hold multiple roles within IFM-SEI or in other organisations. This does not reduce confidentiality obligations.

Volunteers must always be clear which role or mandate they are acting in. Acting “in a personal capacity” does not permit the sharing of confidential IFM-SEI information. When representing IFM-SEI internally or externally, volunteers represent only IFM-SEI, unless explicitly agreed otherwise in advance.

Any actual or potential conflict of interest must be disclosed promptly. Where a conflict exists, the volunteer concerned must step back from discussions or decisions where impartiality may be compromised.

Information sharing and authorisation

No confidential information may be shared outside IFM-SEI without appropriate authorisation. This includes:

- Sharing information with IFM-SEI member organisations
- Sharing information with partners, allies, friends or family members
- Discussing internal matters with individuals who do not require the information for their IFM-SEI role

Volunteers have the right and responsibility to refuse to share confidential information, including when pressure is applied by member organisations or external actors.

Voting, decision-making and personal data

- Individual voting positions within collective bodies must not be shared outside the relevant meetings.
- Decisions and votes belong to the body as a whole and must be respected as such.
- Personal data must remain anonymous unless explicit consent and legal grounds exist.
- Particular care must be taken with information relating to minors and safeguarding.

Accountability, support and consequences

Confidentiality within IFM-SEI is based on trust, collective responsibility and political integrity. IFM-SEI recognises that breaches may occur unintentionally and commits to addressing them in a proportional, transparent and fair manner.

Responses to breaches may include:

- Clarification and guidance
- Training or additional support
- Formal warnings
- Temporarily stepping back from responsibilities
- In serious or repeated cases, removal from the voluntary role

Serious or repeated breaches may be referred to the President and the Secretary General. Where a breach involves the President and/or the Secretary General, the Control Commission shall act as the reviewing and competent body.

Duty of care and ongoing responsibility

This agreement aims to protect both IFM-SEI and its volunteers. When in doubt, volunteers are expected to seek guidance from the IFM-SEI President, the Secretary General, or the competent IFM-SEI body, including the Control Commission where relevant.

Volunteers who feel unable to comply with this agreement, or who fundamentally disagree with its principles, may choose to step down from their role.

Agreement

I confirm that I have read and understood this Confidentiality Agreement. I agree to comply with its provisions and to inform IFM-SEI immediately if I become aware of any actual or potential breach of confidentiality, whether intentional or unintentional.

I understand that breaches of this agreement may lead to appropriate measures, including removal from my voluntary role within IFM-SEI.

Name:

Role:

Signature:

Date: