

Date:

Your attendance at RLAS advice sessions

Keeping information relating to a client matter is one of the important duties of a lawyer. This applies not only to lawyers but also to other persons who work with or are involved in the work of a lawyer. Accordingly the requirement to keep information relating to a client confidential and secret will also apply to you and your attendance at any RLAS advice session.

This document requires you to undertake (to promise) to keep, among other things, information relating to a client confidential and secret, in return for you being permitted to attend Richmond Legal Advice Service (“RLAS”) advice sessions as a non-lawyer volunteer.

If there is anything you do not understand in this document please ask a trustee of RLAS (reachable by email at rlas@rlas.org.uk) or at your educational institute etc.

Undertaking

I _____ of

(telephone: _____,

email: _____)

acknowledge and agree that in order for me to attend a RLAS advice session at Holy Trinity Church, Sheen Park, Richmond, Surrey, TW9 1UP (the “Place”) to observe persons and clients seeking and receiving legal advice from RLAS (“Purpose”) as a non-lawyer volunteer:

1. there are certain terms and conditions which govern my attendance at RLAS advice session and which I need to agree to (including but not limited to the undertaking below);
2. there are certain policies and procedures which relate to person wishing to attend a RLAS advice session at the Place and which I need to comply with (governing such matters as security procedures and health and safety matters (which are available on the RLAS website);
3. that during my attendance at any RLAS advice session I may be given, may receive, may see, hear, access, or obtain (‘Receive’) information from, relating to, concerning or provided to any person and any client who come to a RLAS advice session for the purpose of seeking and receiving legal advice (‘Confidential Information’).

I undertake:

1. to keep the Confidential Information secret and confidential;
2. to use the Confidential Information only for the Purpose and not for any other purpose whatsoever (whether non-commercial or commercial);
3. to not directly or indirectly disclose or permit to be disclosed, to make available or permit to make available the Confidential Information:
 - (a) to any non-lawyer volunteer;
 - (b) to any other client or other user of RLAS;
 - (c) to any third party.

Without limiting the extent of the above wording, and by way of example:

1. I will not discuss or communicate by any means at any time and by any method of communication anything seen or heard during a RLAS advice session;
2. I shall only discuss with, or communicate any Confidential Information to, a RLAS lawyer volunteer;
2. I will not make any written note (by any method) of any of the Confidential Information;
3. I will not make any sound or image recording (by any method).

I acknowledge and agree that the above undertakings apply whether I Receive the Confidential Information:

- (a) directly or indirectly from a client of RLAS;
- (b) directly or indirectly from another volunteer of, or anyone connected with, RLAS;
- (c) before, during or after any advice sessions held by RLAS;
- (d) at the Place or elsewhere;
- (e) for the Purpose or not;
- (f) orally, in writing or by any other method of communication.

signature