CONFIDENTIALITY POLICY

1. Purpose and Scope of Policy

This policy refers to the disclosure of important and sensitive information that the Charity holds.

Sedbury Space recognises that employees, contractors and volunteers of the Charity, will unavoidably receive and handle personal and private information about beneficiaries, partner organisations, and the Charity, during the course of their work or activities. This policy is designed to set the rules that will protect any Confidential Information from exposure.

This policy applies to all Sedbury Space Personnel, including directors and trustees, and committee members, that may have access to confidential information.

This policy is to be read and applied in conjunction with the Data Protection Policy which gives information on collection, storage and processing of personal information.

2. Definitions

In this policy 'Confidential Information' includes, but is not limited to:

- information indicated as confidential;
- information which is deemed by the trustees as confidential to the Charity;
- information relating to the Charity which a reasonable person would conclude on balance was intended or likely to be regarded as confidential; and

information given to the Charity in confidence by another party likely to be or which a reasonable person would conclude on balance was intended or likely to be regarded as confidential by that other party.

Personnel refers to those employees, contractors and volunteers of the charity Sedbury Space who will come into contact with confidential information.

3. Policy Statement

Sedbury Space is committed to protecting the dignity and rights of their beneficiaries and partner organisations and as such will treat all personal and sensitive information confidentially. The disclosure (directly or indirectly) of any confidential information to the press or other media, or to the public or any part of it, may place Sedbury Space and/or its beneficiaries at a disadvantage and undermine the aims of the Charity.

4. Policy implementation

In most cases information received will not be stated as confidential and Personnel may have to exercise common sense and discretion in identifying whether it is expected to be confidential.

Personnel are able to share information with the Management Committee in order to discuss issues and seek advice. Personnel should avoid exchanging personal information or comments (gossip) about individuals and organisations with whom they have a professional relationship. Personnel will not disclose to anyone, other than the Management Committee any information considered sensitive, personal, financial or private without the knowledge or consent of the individual.

Where there is a legal duty on Sedbury Space to disclose information, the person to whom the confidentiality is owed will be informed that disclosure has or will be made.

Care needs to be taken when discussing confidential issues in any open area as other people may be present in that area. When a private interview or meeting takes place it should be held where the conversation cannot be overheard.

When sending confidential information by email, ensure that the email message is addressed correctly and it is only being sent to the intended recipient(s). When sending circular e-mail correspondence they are to be 'blind copied' to recipients.

Sensitive information that is stored electronically should be password protected. If material is saved on portable storage media extreme care should be taken to avoid losing the information

4 Approval and Review

This policy has been approved by the Trustees and will be reviewed on a bi-annual basis.

Signed: (Chair of Management Committee)

Date approved: March 2022

Review date: March 2024