


CONFIDENTIALITY – VOLUNTEERS, CONTRACTORS & OTHERS

POLICY AND PROCEDURES

Version:	001
Applies to:	<ul style="list-style-type: none"> ● HBCAC BOM ● Volunteers ● Contractors ● HBCAC BOM sub-committee appointees
Approved on (date):	15/6/20
Scheduled review (date):	15/6/22
Signature of Chair:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  <small>0135942D46344FA...</small> </div>

PURPOSE

This document provides a framework for HBCAC in dealing with confidentiality in the recording, storage, transmission and dissemination of information.

POLICY

HBCAC collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for commercial, privacy, or ethical reasons.

HBCAC will place the minimum of restrictions on the information it holds, but will ensure that such restrictions if considered necessary are observed by its staff and volunteers.

PROCEDURES

The records management processes of the organisation will incorporate procedures for designating information as “confidential”.

Restriction:

HBCAC will place restrictions on the information it holds when the information:

- is commercial in confidence
- concerns the privacy of its staff, volunteers, clients or customers
- requires protection to safeguard the intellectual property of the organisation

Staff dealing with restricted material will be instructed in the recognition of material falling under these headings.

Identification:

Any information on which restrictions have been placed will be clearly identified on the document or file. Where categories of information, rather than individual documents, are restricted this restriction will be conveyed verbally or in writing to staff and volunteers dealing with this information.

Protection:

Staff of the organisation and volunteers dealing with restricted information will be required to sign a **Confidentiality Agreement** (see Appendix A) and the signed Agreement will be kept electronically in the LJACC’s records (on CatHerder or SharePoint).

Training:

All staff will be instructed in the requirements of this policy.

IMPLEMENTATION PLAN

No specific implementation plan has been detailed for this policy: see procedures

RELATED DOCUMENTS

- Privacy Policy
- Records Management Policy
- Volunteer Agreement
- Board of Management Appointment letter
- Contractor Agreement

Appendix 1

CONFIDENTIALITY AGREEMENT

I agree to keep confidential all information that HBCAC has placed restrictions on, and to release it to persons outside HBCAC only when authorised to do so by the LJACC Centre Manager or BOM Chair, as communicated by the BOM Chair or the LJACC Centre Manager, and subject to any conditions set by HBCAC.

I undertake to:

- 1) Access information held by HBCAC only when necessary to the performance of my assigned duties
- 2) Make copies of restricted information only when necessary to the performance of my assigned duties
- 3) Oversee the storage and handling of restricted information to minimise the risk of its disclosure to unauthorised people
- 4) Properly secure confidential information on my computer and take steps to ensure that others cannot view or access such information
- 5) Not disclose my personal password to anyone without the express written permission of my manager, nor record nor post it in an accessible location, and refrain from performing any tasks using another's password
- 6) Notify the LJACC Centre Manager if I have reason to believe that my access codes and passwords have been compromised.
- 7) If I am unsure of information I have access to is confidential or restricted, I will seek clarification about its status from the LJACC Centre Manager or HBCAC BOM Chair.

Signed _____

Date _____

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