

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

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](#)

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