

# AUDLEM PUBLIC HALL

(Registered Charity 519458)

## CONFIDENTIALITY POLICY

Approved by the Management Committee on 5<sup>th</sup> October 2016

This policy is to be reviewed at the first Management Meeting after every AGM or earlier if necessary

### 1. Introduction

This is the Confidentiality Policy of Audlem Public Hall Management Committee.

Audlem Public Hall Management Committee is aware of the importance of confidentiality and will ensure that all Management Committee members, Volunteers and Trustees are aware of the confidentiality policy.

The Confidentiality Policy applies to all Management Committee members, Volunteers and Trustees . Any information held by Audlem Public Hall Management Committee will remain confidential within the organisation; this also applies to any information learned in the course of an individual's duties within the organisation.

Audlem Public Hall Management Committee recognises that Management Committee members, Volunteers and Trustees gain information about individuals and organisations during the course of their work or activities. In most cases this information may not be stated as confidential and individuals may have to exercise common sense and discretion in identifying whether information is expected to be confidential.

### 2. Responsibility

The Chair of Audlem Public Hall Management Committee is responsible for the organisation's Confidentiality Policy.

### 3. Breach of confidentiality

No confidential issue is to be discussed with, or revealed to, any person or organisation outside the group/organisation except where the individual the issue relates to has given express permission. Management Committee members, Volunteers and Trustees will avoid discussing any confidential issue unless it is relevant to their work.

Management Committee members, Volunteers and Trustees should avoid exchanging personal information or comments (gossip) about individuals with whom they have a professional relationship, they should also avoid talking about organisations or individuals in social settings.

Any Management Committee member found to have breached the Confidentiality Policy will become subject to the Disciplinary procedure. Any Volunteer or Trustee who discloses information or knowledge gained at board meetings may be asked for their resignation.

Under certain circumstances the organisation has a legal duty to disclose information. These circumstances include Child Protection issues and Financial management. If a situation occurs where

confidentiality is legally required to be breached, the relevant parties will be informed of action being taken.

Confidentiality can be breached unknowingly, for example a telephone call may be overheard or a file may be left unattended on a desk. Confidential telephone calls should be taken in a private place. Personnel files or other confidential documents will be stored in a locked filing cabinet which only authorised personnel have access to. Any confidential records stored on computer will be password protected.

#### **4. Data Protection Act**

Audlem Public Hall Management Committee is committed to protecting the confidentiality of its users. The Data Protection Act 1998 applies to anyone holding information about living individuals in electronic format or sometimes paper. They must follow the eight data protection principles of good information handling. These principles say personal information must be:

- Fairly and lawfully processed
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and, where necessary, kept up to date
- Not kept for longer than is necessary
- Processed in line with the rights of the individual
- Kept secure
- Not transferred to countries outside the European Economic Area unless there is adequate protection for the information

Further information on the Data Protection Act can be found at [www.gov.uk/data-protection/the-data](http://www.gov.uk/data-protection/the-data)

#### **5. What information is held?**

Audlem Public Hall Management Committee holds information on its Users, Volunteers and Trustees. This information is held with the permission of the individual. Information held may include:

- Name and address details
- Volunteer application forms,
- Job application forms
- Other personal information.

From time to time information held may be in an area other than those listed above, this will be with the approval of the individual concerned.

#### **6. Storing information**

Confidential information will be stored on the computer in password-protected files or in a locked filing cabinet. Access will be restricted to authorised personnel only.

#### **7. Whistle blowing**

Where the Treasurer or any Committee Member has concerns about the use of Audlem Public Hall Management Committee funds, he or she may refer directly to the Chair or the Board outside the usual grievance procedure.