

Confidentiality

1. Purpose

The purpose of this policy is to regulate the release of information by the Centre.

2. Responsibilities

It is the responsibility of the Centre's Board to ensure that this policy is implemented. It is the shared responsibility of the Centre's Board and Community Development Officer (CDO) to ensure that the procedures are implemented.

3. Definitions

Confidential information – information (including personal information) about people or situations that should not be made available to others except in specific circumstances.

4. Policy

The Centre is committed to openness, transparency, and accountability. Its policies reflect its wish to release all information it holds as far as this is consistent with the protection of individual privacy, the effective management of its business, and relevant legislation.

Board members and staff shall be authorised to release to any person any material other than confidential material obtained in the course of their duties where such release is in accordance with the requirements of any applicable legislation and where such release is consistent with the Centre's policies.

5. Procedures

Board business

The Board shall decide from time to time whether any or all of its agendas, minutes, or papers, or those of its Subcommittees (not otherwise required by legislation, regulation, or its rules to be made public) shall be made public. Where no express decision has been recorded the assumption shall be that the material is not confidential.

On those occasions and for those matters that the Board elects not to make public, Board members shall respect the confidentiality of those documents and of any deliberations in the Board on those matters.

In particular, Board members shall not:

- disclose any confidential information acquired by virtue of their position as a Board member;
- use any confidential information acquired by virtue of their position on the Board for their personal financial or other benefit or for that of any other person;
- disclose any confidential information related to the interests of individuals, groups or organisations acquired by virtue of their position on the Board;
- permit any unauthorised person to inspect or have access to any confidential documents or other information.

The obligation to protect such confidential matters from disclosure continues even after the individual Board member is no longer serving on the Board.

The Board shall decide from time to time whether any visitors/observers shall be permitted to attend any or all of its meetings. Where appropriate, visitors/observers may be admitted subject to their undertaking to maintain confidentiality.

Where appropriate, information identifying individuals may be removed by the Chair from material before its consideration by the Board.

General conduct

Staff, volunteers, contractors, facilitators/tutors and external organisations shall not:

- disclose to any member of the public any confidential information acquired by virtue of their role; including contact information of staff, volunteers and participants of the centre.
- use any confidential information acquired by virtue of their role for their personal financial or other benefit or for that of any other person;
- disclose to any member of the public any confidential information related to the interests of individuals, groups or organisations acquired by virtue of their role;
- permit any unauthorised person to inspect or have access to any confidential documents or other information.

The obligation to protect such confidential matters from disclosure continues even after the individual person is no longer involved with the Centre.

Breaching confidentiality

In the following circumstances the passing on of confidential information is required:

- if the person is involved in legal matters where they are required by law to divulge that information
- if there is a threat of harm or injury to people
- for the mandatory reporting of suspected abuse.

6. References

- Centre's Code of Conduct
- Group Facilitator Information

7. Forms or Attachments

- Volunteer Application
- BOM Induction
- Employment Contracts

8. Approvals

	Policy	Procedure
Approving Authority	Board of Management	Board of Management
Approval Date		
Next Review Due		