

Brighter Futures

CONFIDENTIALITY POLICY



Issued by: Date: 22/01/2019

Issue No: 1

Confidentiality means that details about other people should only be disclosed on a need to know basis. Any details of a personal nature will only be disclosed with the consent of the person involved.

This means that as an employee or volunteer:

You should not discuss personal information given to you by clients, volunteers or staff with anyone unless it is vital that the information is passed on for safety or legal reasons.

Any information that you give to a director or staff members, will not be discussed with others without your consent and knowledge.

The only exception to this is if there is an immediate safety issue for clients, volunteers, staff, or the public.

Consult your line manager or a member of staff, immediately if you consider there may be good reason to break this rule.

All employees and volunteer understand that the business practices of Brighter Futures are confidential, they should not be discussed outside of normal working practice, and doing so could result in disciplinary action unless required by law.

I understand that the business practice of Brighter Futures is confidential; I have read this policy and agree to adhere to the practices detailed. I understand that breach of confidential information that is not required by law may result in disciplinary or civil action being taken against myself by the company.

Name: _____

Date: _____

Position: _____