

Governance Policy: Confidentiality Statement

Confidentiality statement for Trustees, Staff, Consultants and Volunteers

When undertaking work for or on behalf of I4YPC, you will often need to have access to confidential information which may include, for example:

- Personal information about individuals who are young people or otherwise involved in the activities organised by I4YPC.
- Information about the internal business of I4YPC.
- Personal information about staff or volunteers working for I4YPC.

I4YPC is committed to keeping this information confidential, in order to protect people and I4YPC as an organisation itself. 'Confidential' means that all access to information must be on a "need to know" basis and a properly authorised basis. You must use only the information you have been authorised to use, and for purposes that have been authorised. You may not during or after the termination of your employment, disclose to anyone other than in the proper course of your employment/engagement or where required by law, any information of a confidential nature relating to I4YPC, young people or its customers. Breach of this clause may lead to dismissal or termination of contract without notice.

You should also be aware that under the latest Data Protection Act, unauthorised access to data about individuals is a criminal offence.


You must assume that information is confidential unless you know that it is intended by I4YPC to be made public and you have permission to make this information available.

You must also be particularly careful not to disclose confidential information to unauthorised people or cause a breach of security. In particular you must:

- not compromise or seek to evade security measures (including computer passwords);
- be particularly careful when sending information to other agencies and organisations;
- not disclose any confidential information, either with colleagues or people outside of I4YPC - especially over the telephone — unless you are sure that you know who you are disclosing it to, and that they are authorised to have it.

If you are in doubt about whether to disclose information or not, do not guess. Withhold the information while you check with an appropriate person whether the disclosure is appropriate. Your confidentiality obligations continue to apply indefinitely after you have stopped working or volunteering for I4YPC.

I have read and understand the above statement and the Confidentiality Policy. I accept my responsibilities regarding confidentiality.

Name/Position: MICKY DACKS – Chief Executive Officer	Signature: 	Date: 3 rd April 2019
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