

## SAMPLE

### 11. STATEMENT OF CONFIDENTIALITY

- In the course of her/his duties an employee or volunteer is likely to have access to a considerable amount of personal information relating to clients, volunteers, staff or contracts.
- It is expected that all staff/volunteers understand the importance of treating information in a discreet and confidential manner.
- Written records and correspondence must be kept securely at all times when not being used. No information regarding clients, volunteers, staff or contracts may be disclosed orally or in writing to unauthorized persons.
- Regarding computerized information, the principles of the Data Protection Act 1998 should be strictly followed.
- Confidential matters relating to the organisation or its work should not be discussed with unauthorised people.
- Conversations relating to confidential matters should not take place in situations where they may be overheard.
- Any breach of confidentiality may be regarded as gross misconduct and the subject of serious disciplinary action.
- If you are uncertain about the meaning of any part of this notice, please ask your Line Manager for an explanation.

I confirm that I will comply with these requirements

Signed.....Date.....