
Confidentiality Policy

Policy Area	Confidentiality policy
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Introduction

Confidentiality is the preservation of privileged information. All information concerning Board members, staff, beneficiaries of our supports and services and stakeholders as well as financial, operational, and strategic information and the processes which supports this information (for e.g., board meetings) will be reviewed by the Voluntary Board of Trustees of torc.CFRC is confidential.

Purpose

The purpose of this confidentiality policy is to ensure that matters of a confidential nature relating to the torc.CFRC, and its work are not disclosed until such time as the Board has authorised such disclosure or until it becomes common knowledge in the ordinary course of the organisation communicating with its staff and stakeholders. This confidentiality policy applies to all members of the Board and its sub-committees, to staff and any other third-party contractor(s), individual(s), group(s) who may have such information because of their engagement with the torc.CFRC. All the above categories of people should be mindful that the principle of confidentiality applies to all information that:

- Has not been made public by, or with the torc. CFRC authority.
- Is or has been obtained during, or during an individual's involvement with the torc. CFRC.
- Relates specifically to the torc. CFRC business and any individuals or companies or entities with whom the torc. CFRC has dealings.
- Any matter under consideration by the torc. CFRC which might change its policies, procedures, activities or structures which have not yet been decided on.

Handling Confidential Matters

Individuals in the above categories should not release documents to, or discuss any matter with any person or organisation, without the prior agreement of the Board or a designated member of staff. Information termed as "confidential" in a contract or other written agreement made between the torc.CFRC and another party is deemed to always remain confidential.

Personnel files are confidential. Access to a staff member's file is limited to the Manager or persons approved by the Manager (e.g., Line Manager). Access to the Manager's personnel file is limited to the Chairperson.

Confidentiality and Stakeholders

The torc.CFRC recognises that a guarantee of confidentiality is an important factor in determining the level of trust stakeholders have in the torc.CFRC. The term stakeholder refers not only to those who use our support and services, but also those who engage with and share with us confidential information about their organisation.

The policy applies to all staff, Board and Sub-committee members and continues to apply after their employment/term of office or involvement has ended with the torc.CFRC.

Information once received by staff, Board and Sub-committee members, may not be used for any purpose other than that for which it was given; nor may it be passed on to



anyone or another entity without the expressed permission of the giver, save as provided for by law.

Each member of staff is responsible for securing (or limiting access to) documents and folders, which can be accessed via the central IT network. On no account should confidential work be stored in shared folders. Personal folders should not be shared, and confidential work should be protected via passwords or other means.

What documents?

Any information about the torc.CFRC and its beneficiaries, funders, and any personal information about Board/staff or other confidential information obtained by Board, Sub-committees, staff, and consultants because of working with the torc.CFRC should be considered confidential and should be discussed only as appropriately required in connection with the torc.CFRC work.

All files, documents, and working papers of the torc.CFRC are the property of the torc.CFRC. Any Board and Sub-committee member, staff member, or consultant who purposely, or through a failure to exercise reasonable care, causes confidential information to be disclosed may be subject to disciplinary action, up to and including termination and possible case for damages. The obligation to keep information confidential continues after a staff member, board/committee member, or consultant ceases to be employed by the torc.CFRC.

Review

This policy will be reviewed every three years or sooner if required.

Revision No.	Approval Date	Document Reference and Changes Made	Name