CONFIDENITALITY POLICY

RATIONALE: THE LAW ON BREACH OF CONFIDENCE IS BASED UPON THE PRINCIPLE THAT A PERSON WHO HAS BEEN GIVEN INFORMATION IN CONFIDENCE SHOULD NOT TAKE UNFAIR ADVANTAGE OF IT. THIS DOCUMENT THE ‘FOUNDATION CONFIDENTIALITY POLICY’ DETAILS THE BACKGROUND TO THE POLICY AND DIRECTING THE WAY IN WHICH TRUSTEES WORK AND COMPLIES WITH ITS ASSOCIATED PROCESSES AND PROCEDURES.

• The board will have access to, and be entrusted with, information that may be imparted in confidence or be of a confidential nature relating to business or prospective business or internal affairs.

• A duty of confidence arises when confidential information comes to the knowledge of Foundation Trustees in circumstances where it would be unfair were that information to be disclosed to others.

• Trustees should at all times use confidential information for the purpose of their duties, and should not disclose or permit to be disclosed to any person or organisation any confidential information without prior board consent.

• Disclosure of confidential information will not be restrained where there is a ‘just cause’ or excuse for disclosing it.

• Breach of confidentiality is sharing information verbally or in written form regarding confidential Foundation board matters.

• Breaching the signed confidentiality agreement means a Trustee has not followed the conditions of the agreement, therefore violating the agreement. It is a serious occurrence and should be dealt with immediately by the Chairman and board.

• Breach of confidence will usually arise in connection with the disclosure of information which has a commercial value, but can also include personal information about individuals.

*This governance document is the responsibility of the Foundation and will be reviewed at least every 2 years or sooner in the event of a change in legislation and/or major operational change.*