



## **Cymdeithas Elusennol Ynys Môn**

### **Confidentiality Policy**

#### **1. Introduction**

This Confidentiality Policy sets forth the guidelines and expectations regarding the handling and protection of confidential information by the trustees and staff of Cymdeithas Elusennol Ynys Môn ("the charity"). Trustees and staff are entrusted with sensitive information, and it is imperative that they uphold the highest standards of confidentiality and ensure the privacy of individuals and beneficiaries involved.

#### **2. Scope**

This policy applies to all trustees and staff members of Cymdeithas Elusennol Ynys Môn. It covers all forms of confidential information, including but not limited to personal data, financial information, strategic plans, and any other sensitive information related to the charity's activities.

#### **3. Confidentiality Obligations**

- a. Trustees and staff shall treat all confidential information with the utmost respect and discretion. They shall not disclose or use such information for personal gain or any unauthorised purposes.
- b. Trustees and staff shall exercise due diligence in safeguarding confidential information. This includes taking appropriate measures to prevent unauthorized access, loss, theft, or damage to confidential records, both in physical and electronic formats.
- c. Confidential information must be securely stored, locked away when not in use, and protected against unauthorized access. Physical documents should be kept in locked cabinets or drawers, and electronic files should be password-protected and encrypted when necessary.
- d. Trustees and staff shall refrain from discussing or disclosing confidential information in public spaces, shared areas, or any other non-secure environments.
- e. Disclosure of confidential information to external parties shall only occur with the explicit consent of the individuals or organizations involved, or when required by law or legal process. Trustees and staff must exercise caution and seek appropriate legal advice before disclosing any confidential information.

f. Trustees and staff shall sign confidentiality agreements as required by the trust, acknowledging their responsibilities and commitment to maintaining confidentiality.

#### **4. Data Protection and Security**

a. Trustees and staff shall adhere to applicable data protection laws and regulations when handling personal data. They must comply with the charity's Data Protection Policy, which outlines procedures for the collection, storage, processing, and sharing of personal information.

b. All trustees and staff members must undergo regular training on data protection and security best practices to ensure they are aware of their responsibilities and are equipped to handle confidential information appropriately.

#### **5. Breach of Confidentiality**

a. Any breach of this Confidentiality Policy may result in disciplinary action, up to and including termination of employment or trustee position. Legal action may also be pursued if the breach involves legal implications.

b. Trustees and staff shall promptly report any known or suspected breaches of confidentiality to the Chief Executive or Chair of the Board of Trustees. Prompt reporting allows for swift investigation and appropriate actions to mitigate any potential damage.

#### **6. Policy Review**

This Confidentiality Policy shall be reviewed annually to ensure its ongoing relevance and effectiveness. Any updates or amendments shall be communicated to all trustees and staff members.

By adhering to this Confidentiality Policy, trustees and staff of Cymdeithas Elusennol Ynys Môn contribute to the charity's commitment to maintaining the trust and confidence of its stakeholders while safeguarding the privacy and integrity of confidential information.

**Reviewed by the Board of Trustees: June 2023**

**Next Review: May 2024**