



Friends of Cannock Stadium Park

Confidentiality Policy

Last updated: 5th September 2018

As adopted by the Management Committee.

No Trustee or Volunteer will pass on information to anyone outside of the Group, without their express permission.

The Friends of Cannock Stadium Park have a duty under the Data Protection Act 1998 to uphold security and confidentiality of information. Please refer to Data Protection Policy.

Someone who requests information on behalf of someone else may be given general information, but written authority must be obtained to discuss specific issues.

Breach of Confidentiality

The circumstances in which The Friends of Cannock Stadium Park may consider a breach of confidentiality are (but not limited to):

- Where there is a danger to any individual.
- When not doing so would break the law.
- When a conflict of interest arises.
- Where there is a legal duty and/or a risk of harm to children or young people.

Breach of Confidentiality Consultation Process

Any breach of confidentiality will be a decision of the Management Committee, not an individual decision. Full records must be kept for the reason and nature of the breach. No disclaimer may be made without proper consultation.

The Trustees will review this policy every two years