



# The Association Of Ex-Round Tablers' Clubs

## Confidentiality Policy

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This policy applies to all Members and Staff of The Association of Ex-Round Tablers' Clubs – from hereinafter referred to as 'The Association' for the benefit of this Policy. The data covered by the confidentiality policy includes:

- Information about the The Association, for example, its plans or finances
- Information about other organisations
- Information about individuals, for example, Members and Staff whether recorded electronically or in paper form

All Members, Staff and others who work at The Association must respect the need for confidentiality of information held about anyone who comes into contact with The Association, and about any Association business. This is expected to continue even when contact has ceased with this person, and when the Member or Staff member no longer works for The Association.

This policy should be read in conjunction with The Association's Data Protection Policy.

#### Information about individuals

The Association is committed to ensuring confidential services to all individuals. The confidentiality is between the individual and the organisation, not the members of staff delivering a particular service.

Confidential information will not be sought from a Member unless expressly in the interests of that Member, i.e. to enable a better service delivery.

Information will only be passed to another agency or to other individuals outside of The Association with the consent of the Member, where possible this will be with written consent. If a member of Staff or Member intends to get information from another agency to help a Member or to refer them to another agency then this must be explained to the Member and their permission given.

No personal information about Members or Staff will be given to any third party including a member of their family, without the consent of the Member. Information will only be divulged on a "need to know" basis.

Information will be treated in confidence and will not be divulged to anyone outside the organisation except where extenuating circumstances exist (see below). However, in order that we can provide the best possible help to our Members it may be necessary to share information with a member of the National Board or colleagues within The Association.





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All Members and Staff are entitled to privacy and will be made aware that they can specifically request to be seen in private.

In no circumstances should details of a Member or Staff be discussed by anyone outside of The Association or in an open plan area in such a manner that it is possible to identify that individual.

Members and Staff should take due care and attention when speaking to Members and using the telephone, e-mail, facebook, twitter, fax or any other social or communication media. No Member should be able to hear a conversation or personal details of another Member.

#### **Use of Member information for publicity, reporting or training purposes**

The Association does need to be able to give information where appropriate about the impact of our services.

If one of our services has an outcome which would provide useful material for publicity, reporting or training purposes, then wherever possible the permission of the Member will be sought in writing before the story is told to anyone else. If permission cannot be obtained then any details that would enable identification of the Member to be made will be changed.

#### **Limits to Member confidentiality**

In certain circumstances The Association reserves the right to break confidentiality should this be deemed necessary. These circumstances include:

- If a member of Staff or Member believes that a Member could cause danger to themselves or to others.
- If a member of Staff or Member suspects abuse or has knowledge of abuse
- If the Member gives information which indicates that a crime has been committed
- If disclosure is required by law, for example, by the police
- If a person is felt to lack the mental capacity to make a decision. In such cases Members or Staff will discuss the situation with an Officer from the National Board and they will only act in the Member's best interest.
- If the Member gives information which indicates a possible terrorist threat.

The decision on whether to break confidentiality will be decided on a case by case basis and always in conjunction with an Officer from the National Board who will liaise with the Association's Welfare Officer – the Immediate Past National President and the Data Protection Officer – the National Secretary.

#### **Access to data**

This Policy operates on a "need to know" basis and apart from the National Council and Staff working on behalf of the Association, no-one will have access to Member or organisational





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information unless it is relevant to the service or their work. The only exception to this is the individual Club Contact who has access to and data updates of the Members of his own Club.

All Members have the right to request access to all information stored about them, and have a right to see a copy of this Confidentiality Policy on request.

If any party concerned has a sensory or physical impairment, efforts should be made to ensure that all aspects of this policy and exchanges between parties are understood.

Significant breaches of this policy will be handled under The Association's Disciplinary Procedures.

#### **Evaluation and Monitoring**

All Members and Staff will be given a copy of the Policy when they join The Association and will sign the confidentiality statement that they will abide by this policy. The Association will ensure that the National Council and all Staff are trained in the application of this policy.

The Policy will be reviewed in October of each year by the National President and approved by the National Board. It will also be reviewed in response to changes in relevant legislation, contractual arrangements, good practice or in response to an identified failing in its effectiveness.

Date this policy was approved by the National Board of The Association of Ex-Round Tablers' Clubs

11<sup>th</sup> October 2013

Signed: **Barry Durman** ..... Date: 1 May 2016

Name: Barry Durman  
National President 2016 - 2017





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### The Association of Ex-Tablers' Clubs Confidentiality statement for Members and Staff

When working on behalf of The Association, you will often need to have access to confidential information which may include, for example:

- Personal information about individuals who are Members or otherwise involved in the activities organised by The Association.
- Information about the internal business of The Association.
- Personal information about Members or Staff working on behalf of the Association.

The Association is committed to keeping this information confidential, in order to protect people and The Association itself. 'Confidential' means that all access to information must be on a "need to know" basis and properly authorised basis. You must use only the information you have been authorised to use, and for purposes that have been authorised. You should also be aware that under the Data Protection Act, unauthorised access to data about individuals is a criminal offence.

You must assume that information is confidential unless you know that it is intended by The Association to be made public. Passing information around or between Region and/or Marchesi House or the Offices or Homes of the National Council Members, or between The Association and a mailing house, or *vice versa* does not count as making it public, but passing information to another organisation does count.

You must also be particularly careful not to disclose confidential information to unauthorised people or cause a breach of security. In particular you must:

- not compromise or seek to evade security measures (including computer passwords);
- be particularly careful when sending information to other agencies and organisations;
- not gossip about confidential information, either with colleagues or people outside The Association;
- not disclose information — especially over the telephone — unless you are sure that you know who you are disclosing it to, and that they are authorised to have it.

If you are in doubt about whether to disclose information or not, do not guess. Withhold the information while you check with an appropriate person whether the disclosure is appropriate.

Your confidentiality obligations continue to apply indefinitely after you have stopped working for or been a Member of The Association.

**I have read and understand the above statement and the Confidentiality Policy. I accept my responsibilities regarding confidentiality.**

**Signed:**

**Date:**

**Printed Name:**

**Club:**

