

Confidentiality Policy

May 2014



The purpose of the Confidentiality Policy in **Blarney Brass and Reed Band** is to provide staff, volunteers and clients with the band's understanding of confidentiality, clear guidelines regarding handling of confidential information, to prescribe limits of behaviour and assign responsibilities.



Website: www.blarneybrassandreed.com

Facebook: www.facebook.com/blarneybrassandreedband | **Twitter:** www.twitter.com/BlarneyBRB

Revision History

Date of this revision: May 2014	Date of next review: May 2016
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Version Number/Revision Number	Revision Date	Summary of Changes
	20/05/2014	

This policy shall be reviewed and updated every two years or as required.

1.Responsibility for approval of policy	Blarney Brass and Reed Band Committee
2.Responsibility for implementation	Blarney Brass and Reed Band Committee
3. Responsibility for ensuring review	Blarney Brass and Reed Band Committee

Introduction and Purpose

The purpose of the Confidentiality Policy is to provide staff, volunteers and clients with the band's understanding of confidentiality, clear guidelines regarding handling of confidential information, to prescribe limits of behaviour and assign responsibilities.

Blarney Brass and Reed Band reserve the right to change the policy and to expect adherence to the changed policy. Areas not specifically covered by these policies shall be determined by the Committee of **Blarney Brass and Reed Band**.

Confidentiality is central and integral part of the band, it offers safety and privacy. Information given is held in strict confidence and in line with Data Protection Acts.

This policy should be read in conjunction with our **Data Protection Policy**.

Specific Responsibilities

Blarney Brass and Reed Band is responsible for ensuring that all staff and volunteers involved in dealing with confidential information and data receive appropriate training, supervision and support regarding the policy and their legal responsibilities. All staff must sign a Confidentiality Agreement.

- Committee's Responsibility

The committee is responsible for ensuring that a copy of this document is available to all staff, members, volunteers and is available to users of the service. It is the responsibility of the committee to ensure the staff sign the Agreement and received training as necessary.

- Individual's Responsibility

Individual members, staff and volunteers are required to act in accordance with the policy, failure to do so will be considered as an act of gross misconduct and will result in disciplinary action.

Collecting information

Blarney Brass and Reed Band collects and uses information for the following purposes:

- to undertake advertising, marketing, direct recruitment and public relations exercises.
- to meet insurance policy requirements.
- to provide personnel, payroll and administration services.
- to update databases within **Blarney Brass and Reed Band**.
- to enhance or improve service users experience of services.
- to provide online resources and services.
- to recruit and select staff, members and volunteers for available positions.
- to undertake Garda Vetting of staff, members and volunteers.
- to provide training and support services.

Definition and principles of confidentiality

All information that:-

- a. is or has been obtained during, or in the course involvement, or has otherwise been acquired in trust due to involvement with the band,
- b. relates particularly to the band's business, clients or that of other persons or bodies with whom we have dealings of any sort, and
- c. has not been made public by, or with our authority,

is confidential, and (save in the course of our business or as required by law) a employee/volunteer/service user shall not at any time, whether before or after the end of their involvement, disclose such information in any form to any person without our written consent.

Employees/members/volunteers are expected to exercise care to keep safe all documentary or other material containing confidential information, and at the time of end of a individual's involvement with the band, or at any other time upon demand, return to the band any such material in their possession.

Information held by the band and not independently available to a third party cannot be disclosed without the individual's written consent and permission from Management.

Limits to Confidentiality

In exceptional circumstances the band may need to break confidentiality if they believe there is a real intent of serious harm or danger to either their members or another individual. Such circumstances may pertain to issues relating to sexual abuse, rape, self-harm, suicidal ideation or criminal activity. In as far as is possible, in such cases, a full explanation will be given regarding the necessary procedures that may need to be taken.

Data Protection Responsibilities

In addition to the duty of care regarding Confidentiality outlined above, the Data Protection Acts imposes legal obligations on **Blarney Brass and Reed Band**, its staff, members and volunteers.

Blarney Brass and Reed Band takes seriously its responsibilities under the Data Protection Acts. The band is aware of and acts in accordance with the following eight Data Protection principles regarding information:

1. Obtain and process information fairly
2. Keep it only for one or more specified, explicit and lawful purposes
3. Use and disclose information only in ways compatible with these purposes
4. Keep it safe and secure
5. Keep it accurate, complete and up-to-date
6. Ensure it is adequate, relevant and not excessive
7. Retain for no longer than is necessary
8. Allow individual's access to their personal data, on request

Blarney Brass and Reed Band Data Protection Policy outlines our Data protection practices and procedures as is available on request from the Manager.

Wrongful disclosure

Wrongful disclosure can occur in at least two ways. It can be by either act or omission. The first would be where confidential information is deliberately passed on to a third party. The second would be where confidential information is disclosed to a third party through negligence. Wrongful disclosure will be considered as an act of gross misconduct and will result in disciplinary action

Policy Feedback and Review

Constructive feedback on this Policy is always welcome. It must be given to
Name of Band Manager who will ensure that the Management Committee considers it.

SAMPLE Confidentiality Agreement

I have read and understand the content of **Blarney Brass and Reed Band** Confidentiality Policy.

I agree to act in accordance with the Confidentiality Policy.

I am aware that information that:-

- a. is or has been obtained during, or in the course involvement, or has otherwise been acquired in trust due to involvement with the band,
- b. relates particularly to the band's business, members, clients or that of other persons or bodies with whom we have dealings of any sort, and
- c. has not been made public by, or with our authority,

is confidential, and (save in the course of our business or as required by law) a employee/volunteer/service user shall not at any time, whether before or after the end of their involvement, disclose such information in any form to any person without our written consent.

I agree to exercise care to keep safe all documentary or other material containing confidential information, and at the time of end of my involvement with **Blarney Brass and Reed Band**, or at any other time upon demand, return to the band any such material in my possession.

I agree not to disclose any information held by the band and not independently available to a third party without the individual's written consent and permission from Management.

I realise that a breach of confidentiality is considered an act of Gross Misconduct and is subject to disciplinary action.

Signed: _____

Dated: _____