

Radipole & Melcombe Regis with Chickerell Parish

2. Confidentiality Policy

Policy brief & purpose

We designed the **Radipole & Melcombe Regis with Chickerell Parish Confidentiality Policy** to explain how we expect our employees and volunteers to treat confidential information. Employees and volunteers will unavoidably receive and handle personal and private information about clients, partners, and the wider parish. We want to make sure that this information is well-protected.

Scope

This policy affects all employees and volunteers who may have access to confidential information.

Policy elements

Confidential and proprietary information is secret and valuable. Common examples of confidential information are:

- Unpublished financial information
- Data of Parishioners/Partners/Vendors
- Parishioner lists (existing and prospective)
- Data entrusted to our company by external parties
- Documents and processes explicitly marked as confidential

Employees and volunteers may have various levels of authorized access to confidential information.

What employees and volunteers should do:

- Lock or secure confidential information at all times
- Shred confidential documents when they're no longer needed
- Make sure they only view confidential information on secure devices
- Only disclose information to other employees and volunteers when it's necessary and authorized to do so.

What employees and volunteers shouldn't do:

- Use confidential information for any personal benefit or profit
- Disclose confidential information to anyone
- Replicate confidential documents and files and store them on insecure devices

When employees and volunteers finish their roles for the parish, they are obliged to return any confidential files and delete them from their personal devices.

Confidentiality Measures

We will take measures to ensure that confidential information is well protected. We will:

- Store and lock away paper documents
- Encrypt electronic information and safeguard databases
- Ask for authorisation by senior management to allow employees and volunteers to access certain confidential information

Exceptions

Confidential information may occasionally have to be disclosed for legitimate reasons. Examples are:

- If a regulatory body makes a request as part of an investigation or audit.
- If the parish examines a venture or partnership that requires disclosing some information (within legal boundaries)

In such cases, employees and volunteers involved should document their disclosure procedure and collect all needed authorisations. We are bound to avoid disclosing more information than needed.

Disciplinary Consequences

Employees and volunteers who do not respect our confidentiality policy may face disciplinary and, possibly, legal action.

We will terminate access to any employee or volunteer who wilfully or regularly breaches our confidentiality guidelines for personal profit.

This policy is binding even after separation of employment or stepping down from a voluntary position.

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