



Here for young people
Here for communities
Here for you

YMCA Swansea

Managing Information – Confidentiality

February 2023

Everyone should have a fair chance to discover who they are and what they can become.

Managing Information - Confidentiality

Contents

1. Purpose 3
2. General principles 3

1. PURPOSE

1.1 This policy sets out our commitment to maintaining confidentiality and protecting personal information. We operate a strict policy with regard to confidential information.

1.2 This policy applies to employees, workers (this includes bank, casual, and sessional workers), agency workers, contractors, apprentices, students, secondees, volunteers, Trustees, and Directors

2. GENERAL PRINCIPLES

2.1 You should not, either during your employment or afterwards, to the detriment or prejudice of the organisation and/or its services users or suppliers:

(a) Use or divulge to any person(s), external organisation, except in the proper course of your duties during your employment, details which are not in the public domain;

(b) Use or divulge to any person(s), external organisation, except in the proper course of your duties during your employment, confidential information or trade secrets relating to the business of any service user or supplier of the organisation which have come to your knowledge during your employment.

2.2 You accept that this obligation will continue at all times both during and after the termination of your employment unless and until the confidential information has come into the public domain.

2.3 We will regard any breach of confidentiality as a serious disciplinary offence and it will be referred for action under the Disciplinary Policy and Procedure. Depending on the seriousness of the offence, it may amount to potential gross misconduct and could render the employee liable to summary dismissal.

2.4 All other persons covered under the scope that breach this policy could lead to suspension or termination of any relevant contract, sub-contract or other agreement with the person.

Name:... Sarah Owens

Signed.: A handwritten signature in black ink on a white background with faint horizontal lines. The signature reads "S. H. Owens." with a period at the end.

Date:.....1st March 2023

Confirmation

I confirm that I have read, understood and accept YMCA Swansea's 2023 policy and procedures for Confidentiality.

Name:-

(Block Capitals)

Signature:-

Department:-

Date:-

Please keep this signed copy of the signature sheet for your personal records.

Confirmation

I confirm that I have read, understood and accept YMCA Swansea's 2023 policy and procedures for Confidentiality.

Name:-

(Block Capitals)

Signature:-

Department:-

Date:-

Please return this fully signed copy of the signature sheet back to the Human Resources Department.

For more information, please contact:
info@ymcaswansea.org.uk

www.ymcaswansea.org.uk



Here for young people
Here for communities
Here for you

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

FAMILY & YOUTH WORK

HEALTH & WELLBEING

HOUSING

TRAINING & EDUCATION

SUPPORT & ADVICE