

CONFIDENTIALITY POLICY

INTRODUCTION

Information management systems rely on any necessary restrictions on the free circulation of information being respected by those into whose hands the information is entrusted.

PURPOSE

The purpose of this document is to provide a framework for Cosmos HealthCare in dealing with confidentiality considerations.

POLICY

Cosmos HealthCare collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for commercial, privacy, or ethical reasons.

Cosmos HealthCare will place the minimum of restrictions on the information it holds, but will ensure that such restrictions as are considered necessary are observed by its staff and volunteers.

AUTHORISATION



Phil Sparrow

COMMITTEE OF MANAGEMENT CHAIRPERSON
COSMOS HEALTHCARE

NAME

DATE: 1st June 2020

CONFIDENTIALITY PROCEDURES

RESPONSIBILITIES

Cosmos HealthCare's Executive Director is responsible for the implementation of this policy.

Cosmos HealthCare's Executive Director is responsible for reviewing this policy as and when the need arises.

All employees and volunteers are responsible for observing confidentiality procedures in their workplace.

PROCESSES

The records management processes of the organisation shall incorporate procedures for designating information confidential.

Restriction

Cosmos HealthCare will place restrictions on the information it holds when the information:

- is commercial in confidence;
- concerns the privacy of its donors, staff, volunteers and partners;
- requires protection to safeguard the intellectual property of the organisation.

Staff dealing with restricted material will be instructed in the recognition of material falling under these headings.

Identification

Any information on which restrictions have been placed shall be as far as possible clearly identified on the document or file. Where categories of information, rather than individual documents, are restricted this restriction will be conveyed to staff and volunteers dealing with this information.

Protection

Staff of the organisation, and volunteers dealing with restricted information, shall be required to sign a confidentiality agreement (see Appendix A)

Password protection may be applied to documents deemed to hold confidential information.

Confidential information stored electronically may have restricted access applied to certain staff and volunteers on a need to know basis.

Training

All board members, staff & volunteers will be instructed in the requirements of this policy.

AUTHORISATION



Jason James

CHIEF EXECUTIVE OFFICER

NAME:

DATE: 1st June 2020