

	<p>Confidentiality Statement for Staff and Volunteers</p> <p>Essex Foster Carers Association</p>	<p>EFCA Valid until October 2023</p>
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Confidential Information

When working for EFCA, you will often need to have access to confidential information which may include, for example:

- Personal information about individuals who are supporters or otherwise involved in the activities organised by EFCA.
- Information about the internal business of EFCA.
- Personal information about colleagues working for EFCA.

The EFCA is committed to keeping this information confidential, in order to protect Carers, staff and EFCA itself. 'Confidential' means that any access to information must be on a need-to-know 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 may be a criminal offence.

Your Responsibilities

You must assume that information is confidential unless you know that it is intended by the EFCA to be made public. Passing information between EFCA workers or between EFCA 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);
- not gossip about confidential information, either with colleagues or people outside the EFCA;
- 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 receive 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, even after you have stopped working for EFCA.

I have read and understand the above statement, and agree to comply with its content.

Signed:

Print Name:

Date:
