

## Confidentiality Policy

All staff need to be aware of the policy on confidential information

- Munchkids may possess valuable confidential information either verbally or recorded.
- Munchkids gives its staff access to confidential information to enable them to carry out their duties. Unauthorised disclosure of confidential information would cause immeasurable damage to the club.
- Munchkids requires all members of staff not to give, without authority, to others or to use for themselves or others any of the confidential information.
- All enquiries concerning confidential information from external sources should be referred, without comment, to the Leader and if necessary Chair of the Management Committee.
- On termination of your employment, a member of staff is required to deliver to the club (without keeping any copies) any documents or media on which the confidential information is stored. The duty to refrain from passing on or using confidential information continues after your employment is terminated for any reason.
- Any breach of this policy will render a member of staff to disciplinary action up to and including summary dismissal.

Munchkids collects a variety of confidential information. This paperwork is held securely in a locked cupboard designated for this purpose.

The key holders to this cupboard are:

- Club Leader – Alison Preston
- Club Administrator – Debra Mansaray

It is not practical for the information to be removed from the club during evenings and weekends. The committee have agreed the information is held in a secure environment which can not be matched outside of the club premises.

Staff contracts include a section on confidentiality highlighting the fact that disclosure of any information gained in the course of their role may result in dismissal.

Agreed by Committee

William Allen – Chairperson MASC

December 2006