

Mortimer Hall Confidentiality policy

Policy Statement: The Premises as a village hall is an open and accountable unincorporated registered charity, anyone wishing to view our current policies/procedures or have more information on the services we provide which can be viewed online at: - mortimerhall.co.uk

However, some information will need to be covered by this confidentiality policy and it is the Committee's responsibility to implement and evaluate the use of this.

Throughout this policy, the terms;

- **Committee** Refers to the Marston Village Hall Management Committee.
- **Premises** Refers to the Mortimer Hall
- **Staff** Applies to all paid and volunteer workers.
- **Visitors** Applies to all hirers their guests/patrons or invited contractors/workers.

1. Confidential information is information to which the common law 'duty of confidence' applies. A duty of confidence is created when 'private' information has been passed on in such a way that the person receiving the information is aware, or should be aware, that the information is being imparted based on confidentiality. (The legal test is whether a 'reasonable' person would think the recipient ought to have known that the information was confidential).
2. Once you have obtained confidential information in this way, you are under a common law obligation not to disclose it or use it without the consent of the person who provided the information, except in very specific circumstances.
3. Copies in any form of sensitive documents (i.e. bookings, job or committee membership application, committee discussions, etc.) Should only be taken subject to the consent of the person who owns them.
4. Committee/Staff members of the Premises may have access to confidential information and this should not be disclosed without prior consent, to anyone other than a member of the Committee, who are bound to always maintain these confidentiality boundaries.
5. Information of a personal nature in relation to committee/staff/visitors should be stored in a secure place and destroyed when no longer relevant. (see Data Protection legislation).
6. Committee/staff/visitor information is stored confidentially (current documents are lodged with the booking agent (and historical documents are stored securely at the Premises until their disposal). These documents will not be removed/disclosed without the agreement from all the parties involved.
7. Committee/Staff members must not divulge, or use to the detriment or prejudice of anyone, any confidential information concerning the Committee/Premises or its affairs.
8. Private and confidential information received by the Committee is only to be discussed in relation to Committee business.

9. Care should be taken not to discuss confidential matters in public areas and is good practice to offer use of a private area especially when other people can interrupt or overhear your conversations.

10. Care must be taken when asking and receiving information over the telephone. If the call contains sensitive information the conversation should be taken in a private area to ensure confidentiality.

11. If talking to the press be clear on messaging and there may be occasions where “no comment” should be made. However, you may wish to give general information of the broad range of services available at the Premises or refer them to our website where all current information in the public domain should be found. Ensuring that all members of the committee are aware of any contact you have with the press and the information disclosed.

12. A breach of confidentiality occurs if anyone agreeing to this policy divulges either deliberately or accidentally any information concerning hirers /users /individuals /volunteers/hall business, items discussed at meetings, etc. without prior consent.

13. Any deliberate or accidental infringements of the policy will lead to further action.

14. There is no formal whistle-blowing policy, however, should anyone feel the need to discuss issues involving the Premises or Committee they can talk in confidence with another committee member to find a solution.

Review. All procedures and policies will be reviewed annually, committee members will be reminded when the review is due so that any updates or changes can be discussed/made at the February meeting – this allows time to amend the procedures and polices (if necessary) so we can re-adopt them at the meeting following the AGM.