

# LEEDS BLACK ELDERS ASSOCIATION

## CONFIDENTIALITY

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All information, which is or has been, acquired by Employees, Management Committee Members and Volunteers during the course of their involvement with the Association which:

- a) Relates particularly to the business of the Association its Employees, Volunteers, Management Committee and especially to that of its Service Users
- b) This information has not been made public with the authority of the Association

Shall be confidential (save in the course of the Association business and with due Regards for the Data Protection Act or as required by Law)

Management Committee Members, Employees and Volunteers shall at no time during or after their employment disclose such information to any person without the direct permission of the Executive.

All individuals associated with the Association shall exercise reasonable care to keep safe all documentary or other material containing confidential information and should make themselves aware of all right's to maintain confidentiality

## **CONFIDENTIALITY - INDIVIDUAL RIGHTS**

### **Records**

Every staff, volunteers and clients has the right to have any personal information held on records kept safe to avoid unauthorised perusal by individuals not directly related to the Association.

Records should not be left unattended in easily accessible locations and should wherever possible be kept out of sight i.e. in a filing cabinet, which should be locked at end of the day's work.

### **Disclosure:**

Staff, Volunteers and Management Committee must at all times understand that they are in a privileged position in that they have access to a range of personal details relating to Service Users. Often this is unofficially obtained, information via one to one conversation or from acting as an advocate to a particular client.

At no time should such information be disclosed outside the Association or to unauthorised people without the authorisation of the client.

### **CONFIDENTIALITY**

As a member of the Leeds Black Elders Association's Management Committee you will be privy to certain information regarding Service Users Staff, Volunteers. This could mean that you may gain knowledge about them that is confidential. They will not want such knowledge to become known to other people. For this reason Leeds Black Elders Association has a strict policy of maintaining the confidentiality of information.

We will ask you, in the attached agreement to sign that you have read this information and agree to abide by these guidelines.

1. Whatever information you receive about anything pertaining to the Association is confidential.
2. Information must not be repeated to outside bodies
3. Information must not be repeated to your family and friend
4. Should any information give you cause for concern you should discuss it within the meeting or with another Executive Member Of The Management Committee.
5. There may be times when Service Users, Volunteers or Staff tells you something, which causes you concern and they ask you not to tell anyone else.

You may become aware that the person is in stress. In these circumstances you should say that you couldn't keep this information to yourself and refer them to your Line Manager, Co-Worker or Executive Member Of The Management Committee.

**Confidential information is confidential to L.B.E.A.**

# COMMITTEE OF MANAGEMENT

## Commitment to Confidentiality

**Committee Members Name** .....

**Committee Members Address** .....

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I hereby agree to be a Member of the Management Committee with Leeds Black Elders Association.

I agree to perform my duty as a Committee Member

I confirm I have received a copy of, and read the Leeds Black Elders Association. Equal Opportunities Statement.

I confirm I have been issued with and understand the contents of the Article of Memorandum.

I understand that been a member of the Management Committee of Leeds Black Elders Association should be regarded as **COMPLETELY CONFIDENTIAL**

I agree that I will not divulge any information concerning Service Users, Volunteers, Staff or Members of the Committee to others.

Committee Member signature. ....

Date .....