

The Bee Sanctuary Movement

Charity No: 1187263



Confidential Information Policy

Volunteers must not, either during or after their involvement with The Bee Sanctuary Movement or a host organisation, divulge confidential information to anyone, other than a person authorised to receive the information, without the written authority from The Bee Sanctuary Movement or the host organisation.

Although this list is not exhaustive, the following information is considered confidential:

- Personal information/data e.g. addresses, phone numbers, etc. relating to paid staff or volunteers
- Personal information/data in relation to clients, customers, visitors or VIPS
- Any personal information relating to partner organisations.
- Information relating to any matters of security (e.g. door entry codes, key storage)
- Marketing plans and the identity and terms of bids for sponsorships and marketing rights
- Information relating to logos, slogans and themes of the event organisers
- Any proposed new projects, acquisition of property, joint venture or similar development
- Information concerning negotiations in the above matters
- Budgets, financial statements and projections prior to general release to the public
- Legal matters, contract disputes and internal personnel matters

Confidential information may circulate through the office or venue in many ways. It may be recorded in memoranda, reports, meeting notes,

correspondence and email. Confidential information may also be discussed via telephone and radio communications.

Volunteers must protect confidential information. At a minimum, they should:

- Not discuss or disclose confidential information to another volunteer or any other person, unless the individual has the clear right and a legitimate need to know the information to fulfil their duties. (This includes not disclosing colleagues' telephone numbers or addresses to anyone other than their immediate Supervisor/Team Leader, who requires it for a legitimate purpose, i.e. to contact them regarding a work related issue.)
- Not seek to access confidential/personal information unless they have legitimate reason to do so
- Use confidential information only for the permitted purpose
- Not discuss confidential matters outside of the organisation/venue
- Not discuss confidential matters in public places i.e. front-of-house venue areas, restaurants etc.
- Avoid using radio communications or mobile phones when discussing confidential matters
- Take appropriate precautionary steps when mailing, emailing or faxing confidential information
- Take appropriate precautionary measures when storing confidential data/information (i.e. ensure that such information is locked away)
- On termination of their involvement with the host organisation event, preserve confidential information for as long it is required, including the return of all originals and copies of documents and any other materials in any media, constituting or containing confidential information.

If you are unsure whether the information you are dealing with is confidential, please speak with the chair.

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