

# HORSHAM SOCIETY

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## **Confidentiality statement**

When working for the Horsham Society, you may need to have access to confidential information, which may include, for example:

- personal information about individuals, who are members of or are otherwise involved with the Horsham Society
- information about past, present or future activities involving the Horsham Society, which are not intended to be in the public domain
- personal information about individuals, who are not members of the Horsham Society
- confidential information from other organisations, which is not intended to be in the public domain.

The Horsham Society is committed to keeping this information confidential in order to protect people and the Horsham Society itself. "Confidential" means that all access to information must be on a need to know and properly authorized basis. You must use only the information you have been authorized to use and for the purposes that have been authorized. You should be aware that under the Data Protection Act, unauthorized access to data about individuals is a criminal offence.

You must assume that information is confidential unless you know that it is intended by the Horsham Society to be made public. For this reason, care has to be taken when passing information to another organization.

You must be particularly careful not to disclose confidential information to unauthorized people or cause a breach of security. In particular you must:

- not talk with people outside of the Horsham Society about confidential information
- not disclose information, particularly over the telephone, unless you are sure that you know who you are disclosing it to and that they are authorized to have it
- not unintentionally disclose individuals identities via E mail addresses used as CCs.

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.

Updated 1<sup>st</sup> February 2013