

CONFIDENTIALITY GUIDELINES MANAGEMENT COMMITTEE

These should be read in conjunction with Wellspring's "Principles & Practice of Confidentiality"

THE DUTY OF CONFIDENTIALITY

Members of the Management Committee encounter and discuss a great deal of confidential material relating to Wellspring. They are expected to safeguard all confidential matters both during and after their period of service. They should also respect the organisation and safeguard Wellspring's standing in the community.

Client confidentiality is an ethical principle. Everyone who works within Wellspring is bound by a duty of confidentiality towards all clients and potential clients seeking Wellspring's help.

POLICIES AND PROCEDURES

Wellspring has specific policies and procedures relating to confidentiality and data protection to guide staff and to ensure that the highest possible standards of confidentiality are maintained within Wellspring. These are filed in our *Policies and Procedures* and you should be familiar with them.

CONFIDENTIALITY AGREEMENT

You are asked to sign a Confidentiality Agreement, two copies of which you will find attached. They should be signed by you and by the Chair of the Management Committee. One copy should be retained by you and the other by Wellspring.

CONFIDENTIALITY AGREEMENT MANAGEMENT COMMITTEE

This agreement is made between **Wellspring** and _____

on _____ day of _____ 200__.

- I have read Wellspring's *Confidentiality Guidelines* for Management Committee members and the *Principles & Practice of Confidentiality*.
- I have read and understood the other documents relating to data protection and confidentiality contained in Wellspring's *Policies & Procedures*.
- I undertake to safeguard all confidential or sensitive information relating to Wellspring and its clients and not disclose it to third parties.
- I will treat in strictest confidence any information about organisational clients or their employees. This includes the information that an organisation has an Employee Assistance Programme with Wellspring.
- I will treat any sensitive information I encounter relating to the business activities of organisational clients in strictest confidence and will not disclose it to anyone outside Wellspring.

Signed

Name (please print)

Date

Witnessed for Wellspring

Name (please print)

Date