

CONFIDENTIALITY POLICY

Introduction

The RAF XXXX Association, its board and any additional committee members must at all times be aware of the importance of maintaining confidentiality of information gained by them during the course of their duties. This in some cases will include access to personal information.

The board must treat all information in a discreet and confidential manner and particular attention is drawn to the following:

- Written records, computer records and correspondence pertaining to any aspect of the RAF XXXX Association activities must be kept securely at all times.
- You have an obligation to ensure that computer systems which you use are protected from inappropriate access within your direct area of practice e.g. by ensuring personal access codes are kept secure.
- All data held, its management and procedures must conform to the requirements of the Data Protection Act and General Data Protection Regulation.
- If it is appropriate to share information gained in the course of your work or official RAF XXXXX Association business, you must make sure that as far as reasonable, this information will be kept in strict professional confidence and be used only for the purpose for which the information was given.
- Conversations relating to confidential matters affecting the RAF XXX Association business and/or employees should not take place in situations where they may be overheard by passers-by, e.g. in corridors, reception areas etc.

Statement

The RAF XXXX Association trustees must commit to the following statement of integrity:

For the purposes of the statement 'information' shall be taken to include the following areas (although this list is not exhaustive):

- Sensitive information or data
- Personal information or data including sensitive personal data
- Financial information
- Commercial information
- Confidential documentation
- Disciplinary investigations/hearing

Declaration

1. I (name) will not inappropriately discuss or transmit any information, either internally or externally, which may affect, harm or concern anyone in the RAF XXXX Association and in association with the RAF XXXX Association.
2. Regardless of my position, I understand and agree that all information and documentation, as detailed above, that I will receive, gain access to or be exposed to during and relating to my work is confidential.
3. I will not use other people's passwords to access personal information. I also agree that I will not copy, or otherwise take, any confidential or sensitive documentation or written information without express permission from the RAF XXXXX Association.
4. Regardless of my position with the RAF XXXXX Association, I understand and agree that this confidentiality agreement continues after the end of my affiliation with the RAF XXXX Association.
5. I understand that a breach of confidentiality on my part would be a breach of the RAF XXXX Association Confidentiality policy.

Signed:

Position:

Date: