

Confidentiality policy

Last review date	Quarter 3, 2024
Scheduled review date	Quarter 3, 2026
Introduction	Information management systems rely necessary restrictions on the free circulation of information being respected by those into whose hands the information is entrusted.
Lawfulness, fairness and transparency	CCDR must process personal data lawfully, fairly and in a transparent manner in relation to the policy subject.
Purpose limitation(s)	Nil noted
Purpose	The purpose of this document is to provide a framework for Centre for Community-Driven Research (CCDR) in dealing with confidentiality considerations.
Policy	<p>CCDR collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for commercial, privacy, or ethical reasons.</p> <p>CCDR will place the minimum of restrictions on the information it holds but will ensure that such restrictions as are considered necessary are observed by its staff and volunteers.</p>
Processes	<p>CCDR will place restrictions on the information it holds when the information:</p> <ul style="list-style-type: none"> • is commercial in confidence • concerns the privacy of its staff, volunteers, clients, participants, stakeholders or customers • requires protection to safeguard the intellectual property of the organisation. <p>Staff dealing with restricted material will be instructed in the recognition of material falling under these headings.</p>
Identification	Any information on which restrictions have been placed shall be as far as possible clearly identified on the document or file. Where categories of information, rather than individual documents, are restricted this restriction will be conveyed to staff and volunteers dealing with this information.
Protection	<p>Staff of the organisation, and volunteers dealing with restricted information, shall be required to sign a confidentiality agreement (see Appendix A)</p> <p>Documents that are available on the CCDR file server should not be duplicated.</p> <p>All files are kept electronically and should not be printed. This is also aligned with CCDR's environment protection policy. There are some instances where printed documents will be provided in hard copy to staff including:</p> <ul style="list-style-type: none"> • Contracts for signature • Standard Operating Procedures • Other sensitive documents as directed by the Chief Executive
Policy Implementation and assignment of responsibility	<ul style="list-style-type: none"> • CCDR's Data Protection Officer (DPO) is responsible for the implementation of this policy. • CCDR's DPO is responsible for reviewing this policy as and when the need arises. • All employees are responsible for observing confidentiality procedures in their workplace.
Related standard operating procedures	Record management

APPENDIX A

Confidentiality Agreement

I agree to hold confidential all information that Centre for Community-Driven Research has placed restrictions on, and to release it to persons outside the organisation only when authorised by the organisation and subject to any conditions set by the organisation.

I undertake to

- 1) Access information held by the organisation only when necessary to the performance of my assigned duties;
- 2) Make copies of any document only when necessary to the performance of my assigned duties;
- 3) Oversee the storage and handling of restricted information to minimise the risk of its diversion into unauthorised channels;
- 4) Take care to properly secure confidential information on my computer and will take steps to ensure that others cannot view or access such information;
- 5) Not disclose my personal password(s) to anyone or record or post it in an accessible location, and will refrain from performing any tasks using another's password; and
- 6) Notify my supervisor if I have reason to believe that my access codes and passwords have been compromised.

Signed _____

Date _____