

GBWCT POLICY

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CONFIDENTIALITY POLICY

This policy describes the commitment that the Golden Bay Workcentre Trust has to maintaining confidentiality of all information concerning clients, employees, volunteers and board members.

1.0 Purpose

Respecting the privacy of our clients, funders, donors, board members, staff, volunteers and of the Golden Bay Workcentre trust itself is a basic value of Golden Bay Workcentre Trust. Personal and financial information is confidential and should not be disclosed with anyone without permission or authorisation from the Manager. Care shall also be taken to ensure that unauthorised individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

2.0 Policy Details

Ownership of Confidential/Privileged Information

Employees, volunteers and board members of Golden Bay Workcentre Trust may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Golden Bay Workcentre Trust that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials contain privileged or confidential information at the time of separation from employment or expiration of service.

Disclosure

Unauthorised disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorised disclosure to appropriate discipline, including removal/dismissal.

Notification of Confidentiality

The Golden Bay Workcentre Trust will inform all of its clients of the need to collect personal information and commits to storing any information provided in a secure location. To this end, all Enrolment Forms will display the following Privacy Statement displayed below.

PRIVACY STATEMENT

We collect personal information from you, including your name, contact details, and education/work history. We collect your personal information to assist us in providing our services to you.

Providing some information is optional. If you choose not to enter this information, we may be unable to process your application.

We keep your information safe by storing it in a secure location and only allowing certain staff access to this.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected please email privacy@gbwct.org.nz.

A full version of our privacy policy is available upon request. Please email privacy@gbwct.org.nz, or call 03 525 8099, or visit 84 Commercial Street, Takaka, 7110.

3.0 Policy Scope

All Staff and volunteers

All Trustees

4.0 Related Policies

The Confidentiality policy is to be used in conjunction with the following policies:

- Privacy Policy
- Staff Induction
- Police Vetting Policy
- Child Protection Policy
- Health and Safety Policy
- Recruitment and Selection Policy
- Care and Protection Notification Process

5.0 Policy Owner

GBWCT Manager.

Certification

I have read Golden Bay Workcentre Trust’s policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform the Manager immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with Golden Bay Workcentre Trust.

Signed: _____ Date: _____
Employee

Name: _____

Signed: _____ Date: _____
On behalf of the Workcentre Trust

Name: _____