

## **AUTISM GUERNSEY**

### **Confidentiality & Data Protection Policy**

1. You agree that you will not, during your employment or volunteering with the Employer or at any time thereafter, without the written permission of your Employer, disclose to any person (other than to employees of the Employer or its associates whose role it is to know the same) any information concerning the affairs of the Employer, its associates or clients, the disclosure of which may damage the interests of the Employer or which is of a confidential nature. You agree also that you will not use for your own purposes or for purposes other than those of the Employer any information which you may acquire in relation to the Employer's business or that of its clients. Any breach of this rule by you will entitle the Employer to terminate your contract of employment immediately without notice and without payment in lieu of notice if you are considered to have committed an act of gross misconduct.
2. In the course of your employment/volunteering, you may come into possession of information which is not generally known or is of a sensitive nature. You should not make use of any such information and should not without the prior consent of your Employer disclose any such information to any other person unless the situation warrants it. Any breach of this rule (unless in exceptional circumstances) by you will entitle the Employer to terminate your contract of employment immediately without notice and without payment in lieu of notice.
3. All staff have a duty to respect the confidentiality of clients. Disclosure of information concerning a client or their family (or information by which a client or their family can be identified) to an unauthorised person is a breach of confidentiality.
4. Employees/volunteers must understand that the Employer will take the most serious view of any breach of confidentiality and will pursue any and all persons who are found to have breached confidentiality with the utmost vigour. At no time and to no person other than a fellow and current employee, is any employee/volunteer to repeat any names, identities, or any other details which could breach confidentiality nor should employees /volunteers repeat any details whatsoever about any of the Employers affairs.
5. Any documents, manuals or equipment provided for you by the Employer remain the property of the Employer, and must be returned when your employment ceases.

#### **Computer Equipment and General Communication**

6. Computer equipment and software are provided to enable you to carry out the duties and responsibilities of your job. Similarly the Employer provides a range of electronic equipment to facilitate efficient



communication with other agencies and clients and/or their families, which include, but are not limited to; telephone, Email and Internet access. Whilst the Employer acknowledges that some personal use is reasonable, excessive use will not be tolerated and will be deemed to be a disciplinary offence.

7. You are responsible for the security of the computer system to which you have access during the course of your work. You should therefore keep your personal password confidential and ensure that you log off the system to prevent unauthorised use of your terminal in your absence. This applies whether you are in the Autism Guernsey office or not.
8. Autism Guernsey, in addition to internet access, has a website and e-mail account as well as use of other social media. We therefore expect you to be vigilant when using any of these electronic systems to ensure that any correspondence representing Autism Guernsey is of a professional nature and the confidentiality as expressed in Clause 15 above is maintained at all times.

**Data Protection**

9. For the purposes of the Data Protection (Bailiwick of Guernsey) Law, 2017, you consent to the processing of all or any personal data (in manual, electronic or any other form) relevant to your employment, by the Employer, and/or any agent or third party nominated by the Employer and bound by a duty of confidentiality.

**Date policy adopted:** \_\_\_\_\_

**Signature of Chair:** \_\_\_\_\_

**Date policy to be reviewed:** \_\_\_\_\_