

CONFIDENTIALITY POLICY

1. Introduction

- 1.1 East End Community Foundation, its Trustees, staff and volunteers will adhere to this confidentiality policy.
- 1.2 The right to privacy is essential to all those working with EECF.
- 1.3 All staff and volunteers should regard all information they have access to, or are given because of their involvement with EECF, as being confidential unless advised otherwise. No information should be released to a third party without first seeking the agreement of the Chief Executive, Chair, a Trustee or the individual concerned as appropriate.
- 1.4 Personal details (home address, telephone number etc) should not be disclosed to third parties without the agreement of the Chief Executive or the individual concerned as appropriate.
- 1.5 Staff and volunteers have the right to access their own personal records including application forms, police checks etc.

2. Grant Applications

- 2.1 East End Community Foundation has a duty to safeguard information contained within application forms etc.
- 2.2 Information supplied as part of a grant application is confidential. Details of individual applications will only be discussed with people who have a bona fide interest in the application. This will generally be limited to Trustees, staff, volunteers and outreach and support providers but may include representatives of any organisation providing funding from which grants are made.
- 2.3 We do not discuss applications with anyone purporting to represent the applicant unless there is written authority from the applicant. An exception may be made where the caller is obviously acting as an interpreter for the applicant.

3. Exceptional Circumstances

3.1 There may be exceptional circumstances where it would be appropriate to breach confidentiality or divulge information. Such circumstances include:

- Where an individual will be placed at risk of physical danger or where withholding information could cause harm or injury to the individual
- Where a criminal offence has been or will be committed.

3.2 In such circumstances, the matter should be discussed with the Chief Executive before information is disclosed.

4. Data Protection

4.1 All personal information (computerised or otherwise recorded) collected and held by East End Community Foundation is covered by the Data Protection Act 1998. Please refer to our Data Protection Policy.