



Confidentiality Policy

Employees, trustees, volunteers and others who receive confidential or restricted information in the course of their dealings with the Institution of Environmental Sciences (IES) must not disclose to any unauthorised person any confidential information about the interests or business of the charity, its staff, trustees, members or other partners. Such disclosures may lead to disciplinary action including, in serious cases, the termination of a paid or unpaid post at the charity or the removal of a trustee.

A non-exhaustive list of information which the charity considers confidential (unless such information is already legitimately in the public domain) includes:

- any personal information about staff, trustees, Members or other partners (other than details published with the consent of the person concerned) such as their name and address, personal, financial or family circumstances;
- information held in relation to funding applications, grant applications, joint ventures, project initiatives, strategic plans, etc (other than those published by the charity for public consumption);
- financial information than information already in the public domain;
- details of any security arrangements including IT security e.g. passwords etc; and
- individual salaries or other confidential information relating to employees.

When employees or volunteers leave the charity they must immediately return any files, documents, reference books and other papers relating directly or indirectly to the charity or its staff, beneficiaries, funders or other partners.

Employees, volunteers and trustees must be particularly alert to requests from the press or other media and should refer such requests to the Chief Executive Officer, Chair or Honorary Secretary before disclosing any information in response to such enquiries.

Restricted information within the charity

Restricted information includes confidential and sensitive information that is restricted to those members of staff, trustees, members or other partners, or workshop participants who need or receive the information in the course of their work. Restricted information must not be disclosed to anyone else, whether inside or outside the charity. Restricted information, whether communicated orally, electronically or in writing, should always be identified as 'Confidential' and where appropriate 'For [recipient's] eyes only'. Such information might include:

- proposals or plans for the future;
- special forthcoming projects, programmes, events or initiatives before they have been announced or publicised;
- financial and statistical information;
- sensitive business information;
- sensitive personal information about existing or potential beneficiaries, employees, trustees or volunteers; or
- information relating to employees or trustees including applicants for positions or qualifications, leavers or joiners prior to any public announcement.

General rules in support of confidentiality

Everyone associated with the charity is encouraged NOT to:

- take confidential information (in paper or electronic form) offsite, unless absolutely necessary;
- use computer software or programmes on any electronic equipment unless they are authorised by the charity;
- give any press interviews or statements on or off the record, without first discussing with the Chief Executive Officer, IES Chair or Honorary Secretary; and
- write personal communications under the charity's banner or from work email addresses.

Notes

1. Employees, trustees and volunteers leaving the charity will continue to be bound by their obligations of confidentiality even after the termination of their post (whether paid or unpaid) at the charity (for whatever reason). Former employees, trustees or volunteers may not make use of non-public information gained in the course of their involvement with the charity for their own benefit or for the benefit of any other person.
2. Nothing in this policy will prevent an individual from making a 'protected disclosure' within the meaning of the Public Interest Disclosure Act 1998; (i.e. a legitimate, good faith, 'whistleblowing' disclosure).
3. Breaches of this policy by employees or volunteers will be dealt with through the charity's disciplinary procedure. Breaches of this policy by trustees will be dealt with under the process laid down in the trustee code of conduct.