Policy bank

CONFIDENTIALITY POLICY

Policy Reference Number:

Policy Implementation Date: September 2009
Policy Review Date: August 2011

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Introduction

As a general principle, information relating to the company's business, and clients is privileged and should be regarded by all current and former employees as confidential. Breaches of this policy may be deemed as misconduct – even gross misconduct in serious cases – and will be dealt with in accordance with the company's disciplinary procedure. People whose employment with the company is terminated are still bound by this confidentiality policy. Former employees who share confidential information with a third party may face civil legal action, or in serious cases, be prosecuted.

Confidential Information Regarding Staff

In the course of its normal business, the company collects and maintains a certain amount of information about its staff, in accordance with standard and established business custom and practice. Each member of staff has a personal personnel file, which contains details of their employment with the company; salary, daily attendance/absence, sickness (including sick notes), disciplinary record and personal correspondence between themselves and the company relating to their employment. In addition to this, the finance department holds details of salary and expenses payments made to staff members. This information is confidential and is only routinely made available to appropriate members of the senior management team as part of their roles and their immediate team in the pursuance of routine management practice. The information may be made available to the company board, senior management team or to external parties acting in an official capacity on behalf of the organisation in specific circumstances. It is not available to other members of staff, or to third parties outside the company.

It is a disciplinary offence for any member of staff to …