

# Confidentiality Policy

## Statement of Policy and Purpose of Policy

This confidentiality policy is designed to explain how we expect our employees, volunteers and contractors to treat confidential information. Employees may sometimes receive and handle personal and private information about schools, partners and our company. We want to make sure that this information is well protected.

## Scope

This policy affects all employees, trustees, volunteers and contractors who may have access to confidential information.

## Policy Elements:

Confidential and proprietary information is valuable and easily replicated. Common examples of confidential information are:

- Unpublished financial information
- Data of staff, supporters and funders
- School details
- Data entrusted to our company by external parties
- Documents and processes explicitly marked as confidential

## What employees, trustees, volunteers and contractors should do:

- Lock or secure confidential information at all times
- Shred confidential documents when they are no longer needed
- Make sure they only view confidential information on secure devices
- Store all Spinnaker information and documents on Office365
- Ensure that the computer you use is password protected
- Only disclose information to other employees/volunteers when it is necessary and authorised
- Keep confidential documents inside our company's premises unless it is absolutely necessary to move them
- When leaving the company, any files or information should be returned and details deleted from personal devices

## What employees, trustees, volunteers and contractors should not do:

- Use confidential information for any personal benefit or profit
- Disclose confidential information to anyone outside of our company
- Replicate confidential documents and files or store them on insecure devices

## Breach of Policy

Employees who do not respect our confidentiality policy will face disciplinary and, possibly, legal action. This policy is binding even when no longer working or volunteering for Spinnaker.