

# UMSU Advocacy Service Confidentiality Policy

## Introduction

Information management systems rely on any necessary restrictions on the free circulation of information being respected by those into whose hands the information is entrusted.

## Purpose

The purpose of this document is to provide a framework for the Advocacy Service in dealing with confidentiality considerations.

## Policy

The Advocacy Service collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for privacy, or ethical reasons.

The Advocacy Service will place the minimum of restrictions on the information it holds but will ensure that such restrictions as are considered necessary are observed by its staff and volunteers.

The Divisional Manager, Advocacy & Legal is responsible for the implementation of this policy, and for reviewing this policy as and when the need arises.

All staff of the Advocacy Service are responsible for observing confidentiality procedures in their work.

## Processes

The records management processes of the organisation shall incorporate procedures for designating information confidential.

## Restriction

The Advocacy Service will place restrictions on the information it holds when the information:

- concerns the privacy of its staff, volunteers, service users or members of the public;
- requires protection to safeguard the intellectual property of the organisation; or
- is commercial in confidence.

Staff dealing with restricted material will be instructed in the recognition of material falling under these headings.

## Identification

Any information on which restrictions have been placed shall be as far as possible clearly identified on the document or file. Where categories of information, rather than individual documents, are restricted this restriction will be conveyed to staff and volunteers dealing with this information.

## Related Documents

- UMSU Advocacy Privacy Policy