

GOVERNANCE MANUAL

CONFIDENTIALITY INCLUDING MEDIA CONTACT

1. Policy on Confidentiality

The Society's policy is one of maximum transparency towards its membership and the public. Access to information held by the charity will be restricted only to the extent that, and for as long as, is necessary.

Examples of subjects on which confidentiality is normally considered necessary are:

- Personal details of members (which are subject to the provisions of data protection regulations).
- Membership disciplinary matters, except for the outcome of proceedings.
- Staff personal and disciplinary matters (Personal details are subject to the provisions of data protection).
- Staff salaries and terms and conditions of employment.
- Details of negotiations with other bodies to the extent that premature disclosure may prejudice the outcome, or where the other party has good reasons for delaying disclosure.
- Commercially sensitive details of trading activities or negotiations.
- Policy options at an early stage of consideration, where disclosure may cause unnecessary concern, inhibit objective assessment by trustees in the best interests of the Society and thus prejudice the outcome.
- Information given to the Society on condition of confidentiality (subject to a legal or other wider imperative to breach the confidentiality).
- The Society is registered under data protection legislation.

2. The Society and the Media

Dealings with the media should be limited to matters related to the Society's aims, bearing in mind its charitable status and that the Society is not a trade association.

Statements or other media contact should be authorised by the Board, and or the Executive Director, and should accord with Board policy. Individual members are not authorised to make statements on behalf of the Society, or which might be interpreted as representing the views of the Society, without approval.

All media contacts should be cleared through the agreed channels e.g., Marketing & Communications Manager and or the Executive Director. Besides ensuring accuracy, this avoids the issue of duplicated and possibly conflicting statements.



Appropriate legal advice should be obtained through the Executive Director and if necessary, should involve the Society's insurers, if it is thought that the subject matter may have legal implications.