



CONFIDENTIALITY STATEMENT

Good for the Soul CIC Ltd is committed to keeping personal information about individuals and colleagues and internal business information in order to protect people and the organisation itself.

'Confidential' means that all access to information is on a need to know, properly authorised basis. We will only use the information we have been authorised to use, and for purposes which have been authorised. We are aware that under the Data Protection Act, unauthorised access to data about individuals is a criminal offence.

Good for the Soul CIC Ltd will also be particularly careful not to disclose confidential information to unauthorised people or cause a breach of security. We will:

- Not compromise or seek to evade security measures (including computer passwords)
- Be particularly careful when sending information between ourselves and other partners
- Not gossip about confidential information, either with colleagues or people outside Good for the Soul
- Not disclose information – especially over the telephone – unless we are sure who we are disclosing it to, and that they are authorised to have it.

If in doubt about whether to disclose information or not, we will not guess but will withhold the information while checks are made whether the disclosure is appropriate.