

# RCN GROUP CONFIDENTIALITY POLICY

Status and version
Policy owner
Circulated to :
Date policy approved and by whom:  F
Date of implementation:
Date of next review:
Department responsible for Review:

# CONTENTS

		Page
1	<a href="#">Introduction</a>	3
2	<a href="#">Policy Aims</a>	3
3	<a href="#">Scope</a>	3
4	<a href="#">Responsibilities</a>	4
5	<a href="#">General Principles</a>	5
6	<a href="#">Operational Practice</a>	5
7	<a href="#">Exceptions</a>	6



- 1.1 Members, staff and any other service users have a right to expect that any personal information given by them to the RCN Group will be regarded as confidential and kept in accordance with the law. Service users have the legitimate expectation that everyone handling data on behalf of the RCN Group will respect their privacy and act appropriately.
- 1.2 This means personal information will only be used for the purpose intended and not for any other purpose without authorisation, and will not be disclosed elsewhere unless, wherever possible, the person has given their explicit consent. The only exceptions to this would be in cases where there is a legal obligation to disclose or where there is evidence that disclosing the information is necessary.
- 1.3 The purpose of this policy is to establish a clear and agreed understanding of what confidentiality means within the Group, to encourage uniformity in practice and ensure that staff, members and other service users know what they can expect from the RCN Group.
- 1.4 Note: the term service user refers to all individuals and organisations who may share confidential information with the RCN Group.
- 1.5 Confidentiality does not solely relate to personal information but also to the RCN Group's corporate information.
  
- 2.1 The aims of this policy are to:
  - set out the RCN Group's commitment to the protection of personal and corporate information
  - identify arrangements for the management of sensitive information
  - provide clarity on individual responsibilities
  - provide guidance on how the RCN Group ensures the protection of confidential data from theft and misuse
  
- 3.1 The confidentiality requirements covered by this policy apply to:
  - RCN Group staff
  - RCN Council, RCNi Board, RCN Foundation Board and committee members across the Group
  - Country and regional board members
  - RCN activists and accredited representatives
  - RCN members when acting on behalf of RCN
  - Third party organisations acting on the RCN's behalf

- 4.1 The RCN Group will ensure it meets its legal responsibilities regarding confidentiality in relation to all current and future legislation, which guarantees a right of privacy.

#### *RCN Executive Team (ET)*

- 4.2 ET has overall responsibility for ensuring that the confidentiality policy is put into practice. In particular the ET will ensure that:

line managers are aware of their responsibilities to their staff and other individuals  
arrangements are in place to monitor and implement this policy

ET will review the operation of this confidentiality policy every two years.

#### *Information Governance Manager*

- 4.3 The Information Governance Manager is responsible for the overall management and development of confidentiality practices and services across the RCN Group, ensuring that services are of a high standard in order to comply with appropriate legislation and standards for the Group.

#### *Senior managers*

- 4.4 Senior managers are responsible for ensuring that all directorate staff are aware of the relevant approved policies.

#### *Staff and members*

- 4.5 All staff and members, whether permanent, temporary or contracted, including students, contractors and volunteers must ensure they comply with the requirements of this policy, including any procedures and guidelines which may be issued relating to confidentiality.
- 4.6 All staff and members have a responsibility to act professionally in order to meet the confidentiality standards outlined in this policy. This is a legal and professional obligation, which is also set out in employment contracts.

#### *Group Data Protection Officer*

- 4.7 It is the responsibility of the Group Data Protection Officer to ensure compliance with legal requirements regarding the registering of information held by the Group on individuals, and the intended purpose of that information.

## 5.1 Personal i







10.1 It is the responsibility of the Information Governance Manager to monitor and review this policy and to present any necessary changes, after negotiation with the Partnership Forum, to the Executive Team.

