

Contents

1. Introduction	1
2. Purpose	1
3. Scope of Agreement	1
4. Legal Position	2
5. Confidential Information	2
6. Disclosures	3
7. Term	3
Appendix 1: Declaration	4

1. Introduction

1.1 The College of Paramedics (the College) represents its members and the paramedic profession in the UK, with a number of stakeholders, all of whom, deserve the ethical courtesy of confidentiality and in some cases, may have a legal right to the same. All College representatives need to be aware of the importance of confidentiality and their obligation to protect the privacy of both the College and the stakeholder.

2. Purpose

2.1 The purpose of this policy is to establish the formal position regarding the duty of all College representatives to honour the principle of confidentiality. Some knowledge will be confidential under the General Data Protection Regulation (GDPR) and the Data Protection Act, or legally established as proprietary information, but most will need the representative to apply a general principle of confidentiality given their privileged position as a College representative meaning they will need to be sensitive as to how any knowledge is shared and with whom.

2.2 The policy provides a written agreement to be signed by College representatives agreeing to be bound by the terms of this policy (see Appendix 1).

3. Scope of Agreement

3.1 This policy applies to any person who acts on behalf of the College. This includes those involved as Trustees, employees or members, representing the College in any capacity.

3.2 This policy is in conjunction with the College Conflict of Interest Policy.

Title of document	Confidentiality Policy v2.0		
Author	First approved	Last reviewed	Next review
Dave Hodge	April 2017	December 2018	December 2021

- 3.3 Any individual representing the College must agree, sign and adhere to the confidentiality policy prior to their formal involvement or appointment. Any person found to be in breach of the confidentiality policy may be referred to the Board of Trustees where their actions, and future involvement with the College, will be considered.
- 3.4 Any registered professional representing the College should also be aware of the terms of their professional registration, as any breach of confidentiality could result in bringing their poor conduct to the attention of their regulatory body.
- 3.5 Guidance will be given to all College representatives concerning the importance of confidentiality and the circumstances which would represent a breach of the policy.

4. Legal Position

- 4.1 This agreement is informed by the Common Law on confidentiality, which is itself established from case law. Any information provided in confidence to any person representing the College must not be used or disclosed further - except as agreed by the College and/or any of its partners.
- 4.2 'In confidence' is satisfied when the information is in any way sensitive, is not already in the public domain and an obligation of confidence has been established. The act of representing the College with a stakeholder establishes an obligation of confidence.
- 4.3 The College recognises the potential public interest in many of the issues College representatives are involved in, however this will not be accepted as a reason for breaching the terms of this confidentiality policy. As the professional body for the paramedic profession in the UK, the College will manage, appropriately and professionally, any concerns brought to it by its representatives in the public interest. Public interest disclosures should be made to the person authorising the representative, the Head of Administrative Services or to the Chief Executive.
- 4.4 Any public disclosures/media involvement, including all forms of social media, outside of this process will be considered a breach of this confidentiality policy.

5. Confidential Information

- 5.1 All information relating to either representation or work undertaken on behalf of the College is covered by this confidentiality policy. This includes all formats e.g. written, electronic, visual or verbal. This includes all forms of social media.
- 5.2 All formal documentation, such as reports or minutes, are to be kept secure and returned to the College by the individual on completion of their formal duties.

Title of document	Confidentiality Policy v2.0		
Author	First approved	Last reviewed	Next review
Dave Hodge	April 2017	December 2018	December 2021

6. Disclosures

- 6.1 Information relating to site visits must only be disclosed to those members of the College who have responsibility for the respective visits.
- 6.2 Any enquiry from the media should in the first instance be directed to the Trustee for Communications or their delegate who, depending on the nature of the request may refer the matter to either the; Chief Executive, the Trustee Officials Committee or the Board of Trustees for consideration.

7. Term

7.1 This confidentiality agreement is valid throughout the following periods:

- tenure as Trustee
- employment contract
- meeting attended as representative
- visitor appointment.

End of document

Policy approved by the Board of Trustees, via email, April 2017.

First review, by Board of Trustees, via email, 7th December 2018

Title of document	Confidentiality Policy v2.0		
Author	First approved	Last reviewed	Next review
Dave Hodge	April 2017	December 2018	December 2021

Appendix 1

Declaration

I agree to be bound by the terms of this confidentiality policy and I understand all the provisions detailed herein.

Start date of Tenure / Appointment. _____

Title of Appointment. _____

Signature of College Representative: _____

Print Name: _____

Date: / /20

Title of document	Confidentiality Policy v2.0		
Author	First approved	Last reviewed	Next review
Dave Hodge	April 2017	December 2018	December 2021