



BEAN PARISH COUNCIL

Confidentiality Policy

(Written 4th May 2021)

Approved: 11th May 2026

1.1 Introduction

Bean Parish Council is committed to ensuring that all information held regarding staff; residents of the Parish or any other individual, Company or Organisation is kept private. People must have trust and confidence in staff so that they feel welcomed and relaxed whilst they are engaged with any activity involving Bean Parish Council. This policy is designed to maintain an environment where personal dignity and individual rights are respected

1.2 Who does confidentiality apply to and what does it cover?

This policy applies to all staff who must not make use of, divulge or communicate to any person (other than with proper authority) any of the information listed in points 1.2.1 – 1.2.3. These points relate to Bean Parish Council but do not represent an exhaustive list

- 1.2.1 All records (written or computer based) about staff; residents of the Parish or any other individual., Company or Organisation
- 1.2.2 Any information exchanged in a formal or informal setting where it is deemed sensitive to the individual, Company or Organisation concerned
- 1.2.3 Information about the affairs of Bean Parish Council other than required under statutory requirements

1.3 When does confidentiality apply?

The obligation of confidentiality will apply throughout the period of employment with Bean Parish Council and will continue to apply without limit of time after the termination (for whatever reason) of employment

1.4 The responsibility of the employee to keep confidentiality

In addition to the above points staff have a duty to ensure they:

1.4.1 Access records only when required to do so

1.4.2 Will not pass information learnt about staff, residents of the Parish or any other individual, Company or Organisation to anyone without consent (except in the circumstances outlined in 1.7 of this policy). This includes information learnt in an informal setting

1.5 Breaches of this policy

Any employee found to be in breach of this policy will be dealt with via the Disciplinary Procedure and may be dismissed

1.6 How to make complaints of confidentiality breaches

Staff, Residents of the Parish or any other individual, Company or Organisation has a right to complain about any breaches of confidentiality

1.7 Exceptions to the Confidentiality Policy

Information about a person, Company or Organisation will only be disclosed without permission of the person, Company or Organisation concerned if:

1.7.1 Disclosure is required by law, e.g. police investigation, etc.

1.7.2 Circumstances of serious abuse or where there is a strong likelihood harm or damage will be caused to that person Company or Organisation or other matters of a similar significance

1.7.3 If a person is felt to lack the mental capacity to make a decision 'implied consent' may be used to take action in the person's best interest. Such an incident must be recorded and reported

1.7.4 The Line Manager of a member of staff may bring to the attention of the Lead Member on Personnel any personnel issue which is relevant and of sufficient importance. In all of the cases listed in 1.7.1 – 1.7.3 the information must only be disclosed initially to the Lead Member on Personnel or the Chairman of the Parish

Council who will decide upon the appropriate action to take. The minimum amount of disclosure possible will be expected in any such situation by anyone involved

Signed on behalf of Bean Parish Council

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Chairman of the Parish Council

Date