



**MOTOR SPORT
CHARITY**

Confidentiality Policy

This policy applies to all staff, consultants (the Facilitator) and Trustees of the BRDC Motor Sport Charity. The data covered by the confidentiality policy includes:

- Information about the organisation, for example, its plans or finances
- Information about other organisations
- Information about individuals, for example, donors, clients, Trustees, consultants and staff whether recorded electronically or in paper form

All staff, Trustees, consultants and others who work for the BRDC Motor Sport Charity must respect the need for confidentiality of information held about anyone who comes into contact with the charity, and about any charity business. This is expected to continue even when contact has ceased with this person, and when the Trustee, volunteer or consultant no longer works for the Charity.

This policy should be read in conjunction with the BRDC Motor Sport Charity's Data Protection Policy.

Information about individuals

The BRDC Motor Sport Charity is committed to ensuring confidential services to all individuals.

Confidential information will not be sought from a beneficiary or applicant unless it is in their best interests, i.e. to enable the trustees to make an informed decision about their application or to enable the Facilitator to support them in maximizing their statutory benefit entitlement.

Information will only be passed to another agency or to other individuals outside of the charity with the consent of the client, and where possible this will be with written consent. If a member of staff or volunteer intends to get information from another agency to help the client or to refer them to another agency then this must be explained to the client and their permission given.

No personal information about applicants or beneficiaries will be given to any third party including a member of their family, without the consent of the client.

Information will be treated in confidence and will not be divulged to anyone outside the organisation except where extenuating circumstances exist (see below).

In no circumstances should details of an applicant or beneficiary be discussed by anyone outside of the organisation or in an open plan area in such a manner that it is possible to identify the client.

Use of client information for publicity

The permission of a beneficiary will be sought in writing before their story is told to anyone else or used in any publicity or marketing material.

Limits to client confidentiality

In certain circumstances the BRDC Motor Sport Charity reserves the right to break confidentiality should this be deemed necessary. These circumstances include:

- If the Facilitator believes that a client could cause danger to themselves or to others.
- If the Facilitator suspects abuse or has knowledge of abuse
- If the client gives information which indicates that a crime has been committed
- If disclosure is required by law, for example, by the police

The decision on whether to break confidentiality will be decided on a case by case basis and always in conjunction with the Trustees.

Access to data

Apart from the Trustees and Facilitator, no-one will have access to beneficiary/applicant information.

All applicants/beneficiaries have the right to request access to all information stored about them, and have a right to see a copy of this confidentiality policy on request.

If any party concerned has a sensory or physical impairment, efforts should be made to ensure that all aspects of this policy and exchanges between parties are understood.