

	Macra na Feirme Document Summary			
	Document No.	Issued Date	Author	Manager
		18/11/2019	Denis Duggan	
	Committee	Governance Sub-Committee		
	Title:	Confidentiality Policy		
Version Control	Version 1.1	Draft for consideration		

Confidentiality Policy

All information concerning members, former members, stakeholders, sponsors funders, our staff, volunteers, and financial data, and business records of Macra na Feirme is confidential.

Respecting the privacy of our clients, donors, members, staff, volunteers and of Macra na Feirme itself is a basic value of Macra na Feirme. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Chief Executive. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of Macra na Feirme may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Macra na Feirme that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

“Confidential” means that you are free to talk about Macra na Feirme and about our programmes and your position, but you are not permitted to disclose members’ details or talk about them in ways that would comprise their right to privacy. No information may be released without appropriate authorization. This is a basic component of member care and business ethics.

The board of directors, staff and our members rely on paid and volunteer staff to conform to this rule of confidentiality.

This policy is intended to protect you as well as Macra na Feirme because in extreme cases, violations of this policy also may result in personal liability.

Rationale

Confidentiality is the preservation of privileged information. By necessity personal, business and private information is disclosed in a professional working relationship.

Certification

I have read Macra na Feirme’s policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with Macra na Feirme.

Signature _____ Name _____ Date _____