

# SOUTHWATER PARISH COUNCIL

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## CONFIDENTIALITY POLICY



Prepared by:	The Executive Officer
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## 1. Introduction

- 1.1. Whilst it is the Council's intention that all information is transparent and accessible to the public, certain information may be restricted. This will be in line with its Data Protection and Freedom of Information Policy and Transparency Regulations.

## 2. Information Disclosure Rules, Confidentiality and Individual Liability

- 2.1. The Parish Council and individuals could be held liable if proprietary, confidential or personal information is deliberately, inadvertently or prematurely revealed through written correspondence, a web site or email communication. Staff are therefore prohibited from revealing such information that they have not been authorised to do so. Such information includes but is not limited to:

- financial information not already publicly disclosed through authorised channels
- client information
- employee information
- electoral information
- operational information
- information provided to the Parish Council in confidence or under a non-disclosure or other agreement,
- computer and network access codes and similar or related information that might assist unauthorised access,
- legal proceedings,
- information that might provide an external organisation with a business advantage,
- computer programs,
- databases and the information contained therein.

- 2.2. In addition, all information received/retrieved over the Internet must be authenticated and/or validated before being used in the services of the Parish Council.

- 2.3. The sending or receipt of any information, either private to the employee or Council related, through the Internet, the Web, computer based on-line services, email and messaging systems is subject to the scrutiny and approval of the Parish Council who reserve the right to determine the suitability and confidentiality of such information.

### 3. Good Practice

- 3.1 When sending confidential external emails to numerous individuals (where recipients are not required to know who else the email has been sent to) use the “BCC” (blind courtesy copy) field.