



## **TRUSTEES CODE OF CONFIDENTIALITY**

As a CIO (Charitable Incorporated Organisation) Goudhurst Village Pre-school has a governing body comprised of a Chair of Trustees and two Trustees in order to be compliant with its governing document.

Following is a code of confidentiality read, adopted and signed by all aforementioned parties.

Definition of Confidential: Information or data that could cause harm to someone or to the setting if made publicly available or to disclose such information to someone who is not authorised to access that information or data.

All Trustees:

- have a duty to act in the best interest of the charity
- are responsible for the overall management of the setting, ensuring the setting operates in a professional manner
- understand the roles and responsibilities in respect to the children, staff and families who use the setting
- should act in an appropriate manner to best represent the setting and recognise they are entrusted with information often of a confidential or sensitive nature
- acknowledge there are some situations where disclosure of confidential information will be a breach of the Data Protection Act and members need to recognise the seriousness of such actions
- recognise that while maintenance of confidentiality is important at all times, it is particularly important in a small village community and there should awareness of their responsibilities in this context
- know it is essential that respect is given to the information the trustees are party to and understand they must consent to keep all matters relating to the management of the setting confidential, unless otherwise agreed by the collective governing body that it is in the best interest of the setting to do otherwise. If this is decided, it must be done so by a quorum and noted in the minutes
- note that in the event of a breach of confidentiality the trustees will need to adhere to the constitutional rules of their governing document in considering how the breach affects the individual's ability to continue as a trustee and the relevant course of action to take

- recognise these responsibilities must be maintained on and after resignation or other departure from the governing body

**This policy was read, understood and agreed upon at a meeting of the Trustees of Goudhurst Village Pre-school**

**Held on.....**

**Date to be reviewed.....**

**Signed on behalf of the provider.....**

**Name of signatory.....**

**Role of signatory.....**

**Name of signatory.....**

**Role of signatory.....**

**Name of signatory.....**

**Role of signatory.....**