

# **Chinbrook Action Residents Team**

## **Guidance on Confidential Information**

You should never disclose or use confidential information for the personal advantage of yourself or of anyone known to you, or to the disadvantage or discredit of the partnership. Members are expected to adhere to any Big Local confidentiality agreement at all times and may be asked to adhere to a specific 'embargo'. (An embargo is a request not to share information until a certain point in time.) Wherever possible the timescale and the reasons for such an embargo will be defined at the time the embargo is put in place.

Examples of such instances where a confidentiality embargo may be used are:

- details of individuals or organisations, who have submitted funding applications
- details contained within individual applications prior to a decision being taken
- information not in the public domain
- draft plans or proposals not yet approved.

A short confidentiality embargo may be imposed after any partnership meeting to ensure time to allow information to be distributed within the area to specific organisations or individuals. Where an issue is known to be potentially sensitive or likely to be confidential members will be made aware of the details of any embargo in advance.

ChART will abide by the Data Protection Act 1998.

In the event of a confidentiality agreement being breached by an individual, group, or organisation, the partnership will take appropriate action.