

May 2018

CONFIDENTIALITY POLICY

Irish Dental Benevolent Society

The Irish Dental Benevolent Society, hereinafter referred to as 'the Society' is committed to providing a confidential service to its users. No information given to the Society will be shared with any other organisation or individual without the user's expressed permission.

For the purpose of this policy, confidentiality relates to the transmission of personal, sensitive or identifiable information about individuals or organisations (confidential information), which comes into the possession of the Society through its work.

The Society holds personal data about its users and members which will only be used for the purposes for which it was gathered and will not be disclosed to anyone outside of the Society without prior permission.

All personal data will be dealt with sensitively and in the strictest confidence internally and externally.

Purpose

The purpose of the Confidentiality Policy is to ensure that all members, volunteers and users understand the Society's requirements in relation to the disclosure of personal data and confidential information.

Principles

- All personal paper-based and electronic data must be stored in accordance with the Data Protection Acts 1998 and 2003, and must be secured against unauthorised access, accidental disclosure, loss or destruction.
- All personal paper-based and electronic data must only be accessible to those individuals authorised to have access and only in the course of their Society activities.

Statistical Recording

The Society is committed to effective statistical recording of the use of its services in order to monitor usage and performance.

All statistical records given to third parties, such as to support funding applications or in monitoring reports for the appropriate authorities, shall be produced in anonymous form, so individuals cannot be recognised.

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Specific Responsibilities

Any information about the Society and its applicants, grantees, prospective grantees, donors, prospective donors and any personal or other confidential information obtained by Board members, representatives or consultants as a result of working with the Society shall be considered confidential.

It is the policy of the Society that Board members or other representatives of the Society may not disclose, divulge or make accessible confidential information belonging to or obtained through their affiliation with the Society to any person, including relatives, friends and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Society has authorised disclosure. Board members and representatives of the Society shall use confidential information solely for the purpose of performing services as a Board member or associate of the Society.

Board members and associates of the Society should be sensitive to the risk of inadvertent disclosure and should not leave any confidential information in plain view and unsupervised. In addition, care must be taken to avoid discussion of the affairs of the Society with third parties unless appropriate authorisation has been obtained. This policy is not intended to prevent disclosure where disclosure is required by law.

At the end of a Board member's term of office or on the cessation in the role of any regional representative or other representative of the Society he or she shall return or destroy or have appropriately destroyed, at the request of the Society, all documents, papers and other materials, regardless of medium, that may contain or be derived from confidential information in his or her possession.

All files, documents and working papers of the Society are the property of the Society. Any Board member, representative of the Society or consultant who purposely or through a failure to exercise reasonable care, causes confidential information to be disclosed may be subject to termination of their duties with the Society.

The obligation to keep information confidential continues after a Board member, representative of the Society or consultant ceases to be affiliated with the Society.

Personal Data of Committee and Representatives

It is the policy of the Society not to give out Committee members' personal addresses to outside persons. Anyone seeking personal information on Committee members or regional representatives should be instructed to forward such requests to the Hon Secretary of the Society at the address below.

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Records

All records are kept securely. This includes notebooks, copies of correspondence and any other sources of information.

Breaches of Confidentiality

The Society recognises that occasions may arise where individuals feel they need to breach confidentiality. Confidential or sensitive information relating to an individual may be divulged where there is risk of danger to the individual, a Board member, volunteer or representative of the Society or the public at large, or where it is against the law to withhold it. In these circumstances, information may be divulged to external agencies e.g. police or social services on a need to know basis.

Where it is agreed by the Board that confidentiality should be breached this decision and the context in which it has been taken shall be recorded in the files pertaining to that particular case.

Legislative Framework

The Organisation will monitor this policy to ensure it meets statutory and legal requirements including the Data Protection Act 1998 and 2003.

Ensuring the Effectiveness of the Policy

All Board members and regional representatives of the Society and members of sub-committees or working groups of the Society who are not Board members or regional representatives will receive a copy of the confidentiality policy.

The policy will be reviewed annually and amendments will be proposed and agreed by the Board of the Society

Non-adherence

Breaches of this policy will be dealt with by the Board of the Society.

ENDS