



London Metropolitan University  
Students' Union

## Confidential Information

In the course of your role you will come across a range of personal information. This will include emails addresses, phone numbers and the details of enquiries as well as confidential business critical information. It is also possible given your role that people will disclose other information of a personal nature.

Information can be displayed stored / recorded in many ways

- Post / Email
- Telephones / Answer Phones
- Computer Systems / Electronic Media
- Manual Records / Books
- Whiteboards / Notice Boards

Students and other service users have a right to believe and expect that private and personal information given in confidence will only be used for the purposes for which it was originally given and not released to others without their consent. These rights are protected under in the Data Protection Act and other legislation.

All staff/volunteers who handle information are responsible for ensuring the information remains secure and confidential at all times. It is important that all handling of information only takes place on a strict need to know basis.

All staff/volunteers in the Union must safeguard the integrity, confidentiality, and availability of information they have access to.

Information should not be shared unless it can be justified or is related to safeguarding the individual involved. Any request or need to share information should be agreed with a senior member of staff before a disclosure is made.

Information should be stored appropriately (paper or electronic) and not left in view or open to access. Documents containing personal information should be stored appropriately and access restricted to those with permissions. This includes society sign up lists, mailing lists or anything containing names email addresses phone numbers etc.

Disclosing information to others without consent is a serious matter and may lead to disciplinary action.

I have read the above statements and understand my responsibilities in relation to personal information and data.

Name:

Signed:

Date: