

HOSPITAL RADIO PERTH

CONFIDENTIALITY

ONE **DEFINITIONS**

In this document

The term "Organisation" will refer to Hospital Radio Perth.

The term "Committee" will refer to the managing committee of Hospital Radio Perth.

The term "Member" will refer to any full, associate or probationary member of Hospital Radio Perth.

TWO **MEMBERS – PERSONAL INFORMATION**

The information provided on application forms will be stored on computer. From time to time it may be added to as the Member's role within the Organisation develops and to keep track of training completed, instructions or advice given or disciplinary action taken. The data may be stored by the secretary of the Organisation and one other Committee member.

Your details are protected by the Data Protection Act. You may request to view and amend your personal details.

The Organisation will safeguard the confidentiality of all information entrusted to it. The Organisation will not sell, rent or lease its member data to third parties. Nor will the Organisation use or disclose sensitive personal information, such as race or religion, without the Member's explicit consent.

THREE **AMENDING PERSONAL DETAILS**

The Members Database exists to help the Organisation provide you with the best service. In particular to keep you informed regarding events and meetings and the operations of the Organisation. It is only by keeping these details up-to-date that the Organisation can do this to best effect, therefore you are asked to inform the Organisation promptly of any changes to your personal details.

You may update your personal details by writing to the secretary of the Organisation or sending an email to hrperth@blueyonder.co.uk

The Organisation will, once each year, provide each Member with a full copy of all data held on that Member in order that the member is aware of the level of data held and may point out any errors.

FOUR **MEMBERS – DISCIPLINARY AND OTHER INVESTIGATIONS**

Where a complaint has been made under any of the Organisations procedures and policies an investigation will take place. In each instance every endeavour will be made to treat the complaint with complete confidentiality although there may be the need, in some circumstances, to refer to witnesses or directly involve others. Where this is necessary, their involvement will be kept to a strict minimum and those involved will be required to maintain confidentiality.

FIVE **EXCEPTIONS**

The Organisation will disclose personal information or details of any complaint, without notice, only if required to do so by law or in the good faith belief that such action is necessary to:

- a) Conform to the edicts of the law or comply with legal process served on the Organisation
- b) Protect and defend the rights or property of the Organisation
- c) Act under exigent circumstances to protect the personal safety of members of the Organisation or the public.

SIX **PATIENTS – PERSONAL INFORMATION**

From time to time, members may become privy to sensitive information regarding patients, their personal lives or the nature of their illness. Patients have a right to expect that information about them will be held in confidence by Members. Confidentiality is central to trust between members of the Organisation and patients.

SEVEN **BREACHES OF CONFIDENTIALITY**

Breaches of confidentiality will be considered seriously by the Organisation and may result in disciplinary action.

Confidentiality

last amended 28 April 2003