

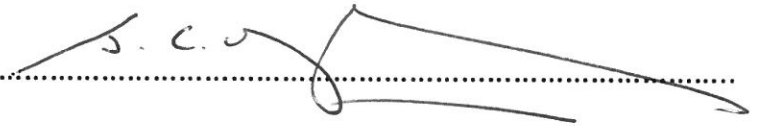
Confidentiality Policy for Employees, Volunteers and Board Members

Respecting the privacy of our beneficiaries, donors, members, staff, volunteers and of Upper Teesdale Agricultural Support Services Ltd (UTASS) itself is a basic but core value of UTASS.

Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorisation from the Project Manager and/or Chair of the UTASS Trustees. Care shall also be taken to ensure that unauthorised individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of UTASS may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of UTASS that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Unauthorised disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorised disclosure to appropriate discipline, including removal/dismissal.

Signed on behalf of the UTASS Trustees:.....



UTASS Chairperson

Date:..... 19/7/16

Date for review:..... 19/7/21