

Confidentiality Statement

Board Members and Officers

May 2017

Healthwatch Bedford Borough encourages a sense of transparency when Board Members and staff are working together, either in formal meetings or when discussing issues informally.

However there are occasions where those situations described above may result in outcomes where a confidence needs to be maintained.

There is often a clear sense of where an issue is confidential such as:

- an individual`s personal or private matters
- commercially sensitive information
- information that has been provided, with the expectation that it will be kept private

In a wider context the issue of **confidentiality** is an important consideration, but, which cannot always be prescribed for in advance - examples of where care should be exercised are as follows:

- financial information and related discussions
- forward planning on issues that involve other organisations or their staff /volunteers
- ideas connected with business planning, which may or may not come to fruition
- criticism (substantiated or otherwise) of other people and/or their organisations

This list is not exhaustive and care should be exercised at all times.

All organisations who work with Healthwatch Bedford Borough will be made aware of this Confidentiality Statement and in doing so they will have acknowledged the principles which are detailed in the Statement.



Chair - Healthwatch Bedford Borough