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Confidential information Policy

St Michael Housing Society holds personal data about its staff, trustees and tenants 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 in accordance with the Data Protection Act 2018.

Obligations

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

All data should be kept locked or secured and be stored at the Society offices. Some data may be taken outside the premises to perform the duties of the society. In these instances, the information will be treated with utmost care and kept the data safe.

Hardware taken off premises should be password protected and paperwork should be carried and stored in lockable bags and returned to the offices at the earliest convenience.

Confidential information should not be used for personal profit or benefit

Confidential information should not be replicated and stored on any device not belonging to the Society.

Breaches of confidentiality

There will be occasions where the Society will need divulge information to external agencies such as the police or social services. On these occasions, the Society will discuss the options available, and any disclosure should be made in accordance with the provisions of the Public Disclosure Act 1998.

Consequences of wilful breach

Breach of confidentiality shall be dealt with under the Society disciplinary procedures.