

The page features several decorative elements: a large blue circle with a gradient in the top right, a smaller one in the middle right, and another large one in the bottom right. Thin blue lines cross the page diagonally. A large, faint circular logo is centered in the background, containing stylized Arabic calligraphy and a palm tree.

CONFIDENTIALITY POLICY

**Reviewed and Adopted
October 2017**



Al-Hasaniya Moroccan Women's Centre Confidentiality Statement

All information concerning individual users must be treated in the strict confidence

In order to maintain confidentiality and security of information all Al-Hasaniya staff must abide by the following rules:

1. Never disclose any information about a user's background or political activities.
2. Never disclose any information about a user's present or past situation except in so far as this is necessary for the purpose of which the user has sought assistance from us, and where the users prior written consent has been given. In such cases only that information related to and necessary for obtaining such assistance should be given.
 - a. Any information disclosed for the above purpose should only be released in certain circumstances and where uninvolved parties cannot overhear it.
3. Never remove personal files from the office unless it is essential for the benefit of the user, and even then, only with the agreement of the centre manager/project leader
4. Never mention names of the users in casual conversation with people outside the organisation or where such people may overhear
5. Always ensure that information of a personal nature about individual users is securely locked away when not in use.

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at the centre fully understand that any breach of confidentiality as described under the Data Protection Act and as listed above may be dealt with as gross misconduct under Al-Hasaniya's Disciplinary procedures and could lead to instant dismissal.



**Date of Management Committee Meeting when policy was reviewed:
October 2017**

**Name of Management Committee Member:
Fatima Mourad**