



Confidentiality Policy

Last reviewed: 2025 | **Policy owner:** B3 – Bumps, Birth and Belonging CIC

1. Purpose

B3 – Bumps, Birth and Belonging CIC is committed to protecting the confidentiality of all information it holds, including information relating to the individuals and communities we support, our volunteers, staff, and the way our organisation operates. This policy sets out our expectations for how confidential information is handled and protected.

2. Scope

This policy applies to all individuals who work with B3 – Bumps, Birth and Belonging CIC, including:

- Paid employees
- Volunteers
- Contractors and consultants
- Trustees and board members

This policy remains in effect both during and after any engagement with the organisation.

3. What Is Confidential Information?

Confidential information includes any information that is not publicly available and which relates to the organisation, the people we support, or our operations. This includes, but is not limited to:

- Personal details of service users, participants, volunteers, or staff
- Sensitive personal data, such as health, family, or financial information
- Internal processes, procedures, and operational documentation
- Data held within our data collection systems
- Presentations, reports, and printed materials
- Photographs and images taken in the course of our work
- Communications, correspondence, and meeting records

4. Our Commitments

B3 – Bumps, Birth and Belonging CIC is committed to ensuring that confidential information shared with us is treated with respect and care. We will:

- Only collect information that is necessary for the delivery of our services
- Store information securely and limit access to those who need it

- Not share personal or organisational information with third parties without appropriate consent or legal basis
- Ensure all those working with us understand and uphold our confidentiality standards

5. Responsibilities of Staff and Volunteers

All individuals working with B3 are expected to:

- Keep all confidential information private and not disclose it to anyone outside of the organisation
- Not remove, copy, or share confidential materials without authorisation
- Return or securely destroy any confidential information when their involvement with the organisation ends
- Uphold this policy even after their engagement with B3 has ceased

6. When Confidentiality May Need to Be Broken

There are limited circumstances in which confidentiality may need to be breached in order to protect the safety and wellbeing of an individual. If you become aware of information that raises a safeguarding concern or suggests that someone is at risk of harm, you must not keep this information confidential. Instead, you should:

- Report your concerns promptly to your named contact within the organisation
- Not attempt to investigate or handle the situation alone
- Document what you have seen or heard as accurately as possible

In such cases, disclosures should only be made to appropriate people and in accordance with our Safeguarding Policy.

7. Breaches of Confidentiality

Any breach of this policy will be taken seriously. Depending on the circumstances, a breach may result in:

- Disciplinary action, up to and including termination of employment or volunteering
- Referral to relevant regulatory or statutory bodies
- Civil action for damages

If you are unsure whether information is confidential, or whether you are permitted to share it, please speak to your named contact before taking any action.

8. Data Protection

This policy operates alongside our Data Protection Policy and our obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Any handling of personal data must comply with these legal requirements.

9. Questions and Concerns

If you have any questions about this policy, or if you are concerned that a breach of confidentiality may have occurred, please contact us directly. We are committed to handling all concerns promptly and sensitively.

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