



**South India AIDS Action Programme**

**CONFIDENTIALITY POLICY**

**Implemented with effect from: 25<sup>th</sup> December 2018.**

## **South India AIDS Action Program**

### **Confidentiality Policy**

**Purpose:** This policy elaborates the importance to maintain confidentiality in order to protect, both the interests of the organization and its staff. As an organization, we work with people and agencies and organizations across the board and while we have to have day-to-day conversations and interactions with the outside world, we ought to maintain an etiquette in our communications and ensure there is no damage created – consciously / unconsciously, to the organization or its affiliates.

**Scope:** This policy is applicable for all Associates, Volunteers, clients, and Board Members of SIAAP

Respecting the privacy of our clients, donors, members, staff, volunteers and of the organisation, South India AIDS Action Program (SIAAP) itself is a basic value of SIAAP. All information concerning clients, former clients, our staff, volunteers, and financial data, and business records of SIAAP is confidential. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the management. Care shall also be taken to ensure that unauthorized 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 SIAAP may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of SIAAP 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. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

“Confidential” means that you are free to talk about SIAAP and about your program and your position, but you are not permitted to disclose individual (staff/client) names or talk about them in ways that will make their identity known. This is a basic component of care and Right to privacy. SIAAP expects you to respect the privacy of individuals and to maintain their personal and financial

information as confidential. General information, policy statements or statistical material that is not identified with confidential, or any individual or family, and not classified as confidential can be shared. All research reports, data collected, accounting records and donor reports must be treated as confidential, unless otherwise classified by the management. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to clients.

**Consequences for breach of confidentiality:**

Failure to maintain confidentiality may result in termination of your employment, or other corrective action. This policy is intended to protect you as well as SIAAP because in extreme cases, violations of this policy also may result in personal liability. Disclosure of confidential information could also result in legal repercussions.

Before you begin your assignment as a staff member/volunteer, you should be aware of the laws and penalties for breaching confidentiality. Although SIAAP is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in SIAAP's refusal to support you in the event of legal action. Violation of the state statutes regarding confidentiality of records is punishable upon conviction by fines or by imprisonment or by both.

The following are few situations that will demand high level of confidentiality. However, more such situations or incidences can be discussed in order to make the list exhaustive.

- Not to quote names
- Not to quote feedback of an individual of crucial discussions
- Not to share any key decisions/work plans/ travel plans made in the organisation
- Not to share case studies with/without identity
- Financial matters discussed
- Materials developed, without permission
- Any other thing that would be derogatory/detrimental to the interests of SIAAP
- While an issue is raised, focus should be on handling the issue instead of identifying the person who has raised it

## CERTIFICATION

I have read SIAAP's policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with SIAAP.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_