

## **Bristol Together CIC – Confidentiality Policy**

### **1. Introduction**

- 1.1 This Confidentiality Policy outlines the principles and guidelines for maintaining the confidentiality of sensitive information related to building projects undertaken by Bristol Together CIC. It is essential for all employees, contractors, consultants and other stakeholders involved in the building projects to understand and adhere to this policy to protect the confidentiality of sensitive project data.

### **2. Purpose**

- 2.1 The purpose of this policy is to:
- 2.11 Protect the sensitive information related to building projects from unauthorised disclosure or use.
- 2.12 Ensure compliance with applicable laws and regulations governing confidentiality.
- 2.13 Establish clear guidelines for handling and sharing confidential project information.

### **3. Definition of Confidential Information**

- 3.1 Confidential information refers to any information related to building projects that is not publicly available and may include, but is not limited to:
- 3.11 Architectural plans and designs.
- 3.12 Engineering and construction documents.
- 3.13 Financial data and budgets.
- 3.14 Project schedules and timelines.
- 3.15 Bidding and procurement information.
- 3.16 Vendor and supplier details.
- 3.17 Material specifications and quantities.
- 3.18 Any other information deemed confidential by the project team.

### **4. Responsibilities**

- 4.1 Project Team - All members of the project team, including employees, contractors, consultants and third-party vendors, are responsible for safeguarding confidential information and adhering to this policy.
- 4.2 Project Manager - The Project Manager shall oversee the implementation of this policy and ensure that all stakeholders are aware of their responsibilities.

## 5. Confidentiality Measures

- 5.1 Access Control - Access to confidential information shall be restricted to individuals who require such access to perform their duties. Access shall be granted on a need-to-know basis.
- 5.2 Data Storage - Confidential project information should be stored securely, both physically and digitally.
- 5.3 Transmission of Information: When transmitting confidential information, stakeholders should use secure and encrypted methods, such as secure email, or secure file transfer protocols.
- 5.4 Disposal - Confidential information should be properly disposed of when no longer needed, using secure shredding for physical documents and secure deletion for digital files.
- 5.5 Reporting - Any unauthorised access or breach of confidentiality should be promptly reported to the Project Manager or the designated authority.

## 6. Consequences of Non-Compliance

- 6.1 Failure to comply with this policy may result in disciplinary action, termination of employment or contract, and legal action, as appropriate.

## 7. Review and Revision

- 7.1 This policy shall be reviewed annually or as appropriate to ensure its effectiveness and compliance with changing regulations and project requirements.

## 8. Review

- 8.1 The confidentiality of building project information is crucial to protect the interests of all stakeholders involved. By adhering to this Confidentiality Policy, we can maintain the trust and integrity of our projects while safeguarding sensitive information.

Paul Morgan, Managing Director

Bristol Together CIC

For any questions or concerns related to this Confidentiality Policy, please contact Paul Morgan – paulmorgan@bristoltogether.co.uk.

Review Cycle:	Date of Review:	Reviewed by:	Next Date of Review:
Annual	01/08/2024	Paul Morgan – Managing Director	01/08/2025