



UNIFIED

BASMOM & COMPANIONS

Registered Charity No: 1103567

OSCR: Office of the Scottish Charity Register No: SC040124

CONFIDENTIALITY POLICY

Craigmyle House, 13 Deodar Road, London SW15 2NP

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POLICY REFERENCE	
Function	For information and guidance
Status	Approved & issued
Scope	Trustees, BASMOM Committees. Members
Owner	The Chancellor
Version	1.0
Date approved by board	24 January 2018
Date for review	23 January 2019

INTRODUCTION

1.1 This confidentiality policy is applicable to and governs the activities and conduct of each of the following organizations (referred to hereinafter separately and collectively as the Order) and all those persons who volunteer or otherwise work on behalf of the Order:

1.1.1 British Association of the Sovereign Military Order of Malta (BASMOM) an incorporated charity registered under the name BASMOM and number 1103567 its committees and affiliates. BASMOM has sole charge of the hospitaller activity in England, Scotland & Wales of the Sovereign Military Order of Malta a lay religious order, including, for example, pilgrimages to Lourdes and Walsingham, care of the elderly, supporting the homeless, organising soup kitchens, contributing to international hospitaller initiatives and so forth.

1.1.2 The Companions of the Order of Malta (the CoM) constituted as part of BASMOM and supported by subscriber members known as Companions. The CoM is dedicated to delivering the charitable work of BASMOM through the voluntary work of Companions and those who volunteer to work with us. The main aims of the CoM are the care of the marginalised and homeless, the poor and the elderly, as well as supporting BASMOM pilgrimages and religious services.

Definitions

BASMOM Committees	Finance, Investment and Risk Committee, Candidates and Honours Committee, Communications Committee, Disciplinary Committee, Foreign Aid Service Committee, Hospitaller Committee, Lourdes Committee, Safeguarding Committee, Scotland Committee and the members of those committees.
Child	Anyone under age of 18.
Confidence/confidential	Something that is spoken or given in the expectation or understanding that it will not be repeated or shared with anyone other than those specifically agreed by the person giving the confidence or those who would normally have access to the same information.
Director	Members of the board of BASMOM (also referred to as Trustee).
Guest	Any person who attends a designated BASMOM activity as an invited guest of the Charity and who is not expected to play an active role in looking after others. Guests are usually ill or disabled in some way.

Healthcare Professional	Any qualified medical professional (including, but not limited to, doctor, nurse or physiotherapist) who is working for the Charity, whether on a voluntary or paid basis.
BASMOM Committees	Finance, Investment and Risk Committee, Candidates and Honours Committee, Communications Committee, Disciplinary Committee, Foreign Aid Service Committee, Hospitaller Committee, Lourdes Committee, Safeguarding Committee, Scotland Committee and the members of those committees.
Members	All individuals listed in the BASMOM annual nominal roll
Volunteer	Any person who attends a designated BASMOM, CoM or Grand Priory activity in a voluntary capacity.

Policy

2. All personal and sensitive personal data is confidential by virtue of the Data Protection Act. Personal and sensitive personal data are defined in and covered by the requirements of the Data Protection Policy.
3. By virtue of their position as Trustees, all Directors are bound to keep information about the Charity confidential – other than that already in the public domain or that, by its nature, would be readily available to the public.
4. By virtue of their contractual engagement with the Charity, all Trustees, Members of the BASMOM Advisory Panel, BASMOM Committees, CoM Council members, the Grand Priory Chapter, Members, Companions and all Volunteers are bound to keep the Charity's information confidential – other than that already in the public domain or which, by its nature, would be readily available to the public.
5. Confidentiality does not extend to communications between Volunteers on the one hand and Guests of BASMOM, CoM or Grand Priory on the other. No Volunteer may give an undertaking of confidentiality to a Guest. Any such undertaking that is given may not be honoured. This is partly because there may be a legal or regulatory requirement to share information with the proper authorities and partly because it may not be in a Guest's best interests – particularly where safeguarding is concerned.
6. It is the responsibility of the person giving the confidence to understand clearly in advance the limits of confidentiality so that he or she can make informed decisions about the most appropriate person to talk to about any health, sex and relationship or other personal issue that he or she may wish to discuss.
7. Wherever a Volunteer is invited to receive confidential information from a Guest, the limitations of confidentiality should be made clear immediately. Other than the legal and other circumstances laid down in the Safeguarding Policy and other policies of the charity, it is for the discretion of the Volunteer to determine if – and what – information needs to be shared and with whom. Wherever practicable, the Volunteer should avoid identifying the individual Guest concerned unless the circumstances are exceptional or the shared information is valueless or cannot be acted upon without identifying the source.
8. Guests must be informed when a confidence has to be shared.

- 9 Any confidentiality issues relating to Safeguarding should be determined under that Policy.
10. Specific exceptions to confidentiality requirements.
11. Healthcare Professionals owe the same duty of care and confidentiality to patients under the age of 16 as they do to adults. Any professionally qualified nursing, counselling or medical staff who work for the Charity (whether as volunteers or not) are bound by this duty. Whether a young person is competent to consent to treatment or is in serious danger is a matter for the professional judgment of the Healthcare Professional. No information relating to advice or treatment will ever be shared, except where an overriding statutory obligation exists (e.g. child protection).

Review

12. The Policy owner must keep up to date with relevant legislation and government guidance and update this Policy whenever necessary. The board of the Charity must approve the revised version.
13. The Policy owner must review the policy at the end of October each year and either submit a revised policy for board approval or confirm in writing to the Chairman of the Board of Trustees that the current version of this policy is still fit for purpose.
14. The board of the Charity must formally review and re-approve this policy every five years.