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## CONFIDENTIALITY POLICY

Confidentiality . Statements to the Media

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### CONFIDENTIALITY

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All information that:

- Is, or has been acquired by you during or in the course of your work, or has otherwise been acquired by you in confidence
- Relates particularly to Support and Advocacy for MS, CIC (SAMS CIC) business, or that of other persons or bodies with whom it has dealings of any sort, and
- Has not be made public, by or with SAMS CIC authority

shall be confidential, and (except in the course of SAMS CIC business or as required by law), you will not, at any time, whether before or after the termination of your employment, disclose such information to any person without SAMS CIC's prior written consent.

For the avoidance of doubt, information concerning actual or potential clients, service users and sub-contractors, is confidential.

You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession.

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### STATEMENTS TO THE MEDIA

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Only the Chair of SAMS CIC will give statements to Reporters from newspapers, radio, television, etc. in relation to SAMS CIC business.