

MEV POLICY – VOL 016

Manchester Event Volunteers	Volunteer Services
Policy Number	VOL 016
Policy Title	Confidential Information

POLICY DESCRIPTION

Volunteers must not, either during or after their involvement with the event, divulge confidential information to anyone, other than a person authorised to receive the information, without the written authority of the event organisers.

Although this list is not exhaustive, the following information is considered confidential:

- Personal information/data e.g. addresses, phone numbers, etc. relating to any paid staff or volunteers
- Any personal information relating to VVIPs/VIPS
- Any personal information relating to an exhibitor
- Information relating to any matters of security
- Site plans and the terms and specifications of bids for construction
- Marketing plans and the identity and terms of bids for sponsorships and marketing rights pertaining to the event
- Information pertaining to logos, slogans and themes of the event organisers
- Any proposed significant new project, acquisition of property, joint venture or similar development
- Information concerning negotiations in the above matters
- Budgets, financial statements and projections prior to general release to the public
- Contract awards and cancellations
- Litigation matters, contract disputes and internal personnel matters

POLICY IMPLEMENTATION

Confidential information may circulate through the office or venue in many ways. It may be recorded in memoranda, reports, meeting notes, correspondence and email. Confidential information may also be discussed in meetings and over the telephone.

Volunteers must protect confidential information. At a minimum, they should:

- Not discuss or disclose confidential information to another volunteer or any other person, unless the individual has the clear right and a legitimate need to know the information to fulfil their duties. (This includes not disclosing colleagues' telephone numbers or addresses to anyone other than their immediate supervisor/manager, who requires it for a legitimate purpose, i.e. to contact them regarding a work related issue.)
- Not seek to access confidential/personal information unless they have a legitimate reason to obtain such information
- Use confidential information only for the permitted purpose
- Not discuss confidential matters outside of the workplace/venue
- Not discuss confidential matters in public places such as front-of-house venue areas, restaurants etc.
- Avoid using speaker phones, cellular and cordless phones when discussing confidential matters
- Take appropriate precautionary measures when mailing or faxing confidential information
- Take appropriate precautionary measures when storing confidential data/information (i.e. ensure that such information is locked away)
- On termination of their involvement with the event, preserve confidential information for as long it is required, including the return of all originals and copies of documents and any other materials in any media, constituting or containing confidential information

POLICY RATIONALE

The ability of the event organisers to keep key operational information confidential will be a crucial factor to the operating success and to the enhancement of the event's reputation and image. Confidential information is any information belonging to the event organisers. It is reasonably expected that any information, which comes to the attention of any volunteer in the course of their duties, or of which they are informed about, be treated as confidential or commercially sensitive.