



## Confidentiality Policy –

Confidentiality means that details about other people should only be disclosed on a need to know basis. Any details of a personal nature relating to an individual or Employer will only be disclosed with the consent of the person or Employer involved.

This means that as an employee of MBKB

- You should not discuss personal information given to you by Learners, Employers or other associates of a placement or MBKB staff with anyone unless it is vital that the information is passed on for safety reasons.
- Any information that you give to will not be discussed with others without your consent and knowledge.
- All Internal MBKB documents and meetings, and discussions and comments made in meetings by MBKB staff or invited guests are covered by this confidentiality agreement.
- Consult your Line Manager, or another senior team member, immediately if you consider there may be good reason to break this rule or if you became aware that someone else has breached this policy.