



POLICY STATEMENT

CONFIDENTIALITY

OVERVIEW

The Romsey Town Council recognises that as a public body it is accountable to members of the public. However, it also recognises there may be occasions for some information to remain confidential. Nothing learnt during the course of dealing with residents will be passed to anyone outside the Council without their express permission, unless required by law to do so.

DETAIL

A facility will be provided for confidential interviews. Residents will not be required to state the nature of their business in front of others. A resident has the right to request any member of Romsey Town Council (staff or councillors) to be available, at a mutually convenient time.

All confidential records will be clearly marked and dealt with in accordance with our Records Policy.

All written and electronic records will be stored and destroyed or erased without breach of confidentiality unless otherwise required by law.

LAST REVIEWED: January 2022

NEXT REVIEW DATE: January 2027