

INSTITUTE OF WORKPLACE AND FACILITIES Management

Confidentiality Contract



It is the policy of the Institute that all Committee members must sign a contract that sets out the terms of reference of the appointment with particular reference to their responsibilities. The IWFM Board considers it important to concentrate on the matter of confidentiality and ensure that these matters are clearly understood by all.

Your appointment as an IWFM Regional or SIG Committee Member, or Working Group Member is subject to the following terms and conditions –

- i. That IWFM is the owner of proprietary and confidential business information and other information relative to IWFM agreements including business plans, financial data, appointments and other matters be they oral, written or otherwise which should at all times be considered confidential.
- ii. Any questions surrounding the use of members' data must be immediately referred to IWFM's Data Protection Officer via governance@IWFM.org.uk.
- iii. Included in IWFM's obligations under the Act are security, safe handling, storage, retention and disposal of membership information. As a general principle, therefore, membership data can only be held within IWFM's internal systems. Express request may be made for membership data and, if permissible under the terms of the General Data Protection Regulation and of conditions of membership, a data contract will be drawn up to define and limit the use of such data.
- iv. IWFM is obliged to disclose to any member information held on that member upon request. Requests for such disclosure must be immediately passed to IWFM head office.
- v. The contents and decisions of all announcements, discussions and meetings in which you participate in your official IWFM capacity be at all times considered confidential and owned by IWFM.
- vi. That information not in the public arena communicated to you or developed through your role in IWFM is held by you in confidence and owned by IWFM.
- vii. All IWFM written information and developed content should be returned to IWFM within 5 days of you relinquishing your committee member role or if demanded by the Institute.
- viii. You will conduct yourself in a manner according to the IWFM Code of Professional Conduct as published.
- ix. A material breach of these terms and conditions will result in either dismissal or suspension from the IWFM role. The Company Secretary will consider written notice of a breach, its materiality to the probity, reputation and standing of the Institute and if so found propose to the Chair of Board either dismissal or suspension. The Board at any time may at its discretion re-instate a suspended officer.

Confidentiality Contract

x. All confidential matters will remain confidential in perpetuity on completion of your term of office unless the information is disclosed in the public arena at a later date.

This Confidentiality Contract is valid in perpetuity and commences on the date signed and supersedes any previously signed Contract.

I accept these terms and conditions

Sign above

.....

Full Name

.....

Committee Group Name

.....

Date

Confidentiality Contract

Contact us

Any queries about the contents of the policy please contact:

Head of Governance

IWFM

1st Floor South

Charringtons House

The Causeway

Bishop's Stortford

Hertfordshire CM23 2ER

governance@iwfm.org.uk