



CELL & CONFIDENTIAL INFORMATION

Your involvement in the CELL Partnership may mean that you have information that has not yet been made public or is stated as confidential.

You should never disclose or use confidential information for advantage either personally or for anyone known to you, or to the disadvantage or discredit of the Partnership. Members are expected to adhere to any Big Local confidentiality agreement at all times and may be asked to adhere to a specific “embargo”. Wherever possible the timescale and the reasons for such an embargo will be defined at the time the embargo is put in place.

(An embargo is a request not to share information until a certain point in time.)

Examples of such instances where a Chair may propose a confidentiality embargo are related to the following:

- Details of individuals or organisations who have submitted funding applications
- Details contained within individual applications prior to a decision being taken
- Information not in the public domain
- Draft plans or proposals not yet approved.

A short confidentiality embargo may be imposed after any Partnership meeting to ensure time to allow information to be distributed within the area to specific organisations or individuals. Where an issue is known to be potentially sensitive or likely to be confidential, Partnership members will be aware of the details of any embargo in advance through the Chair of the Partnership.

In the event of a confidentiality agreement being breached by an individual, group or organisation, the Partnership will take appropriate action.