

Family Mental Fitness North East

Advisory Panel – Confidentiality Agreement



Purpose

This agreement sets out the expectations for keeping information safe and confidential during and after your role with FMFNE.

1. What is Confidential Information?

Confidential information includes (but is not limited to):

- Details about service users, their families, or carers.
- Internal FMFNE documents, plans, budgets, or funding applications.
- Information shared in Advisory Panel meetings that is not in the public domain.
- Personal details of other panel members, staff, or volunteers.

2. Your Responsibilities

I agree to:

- Keep all confidential information private, whether spoken, written, or electronic.
- Only share confidential information with those authorised to receive it.
- Take reasonable care to prevent accidental disclosure (e.g., by securing documents, using passwords, and not discussing private matters in public places).

3. When You Can Share Information

Confidential information can only be shared if:

- You have explicit permission from FMFNE.
- You are required to do so by law.
- There is an immediate safeguarding risk that requires disclosure to protect someone from harm.

4. After Your Role Ends

The duty of confidentiality continues after you leave the Advisory Panel. All documents or data relating to FMFNE must be returned or securely destroyed.

5. Breach of Agreement

I understand that breaking this agreement could damage FMFNE's work and relationships, and may result in my removal from the panel.

Declaration

I have read, understood, and agree. I understand that failure to comply may result in my removal from the Advisory Panel.

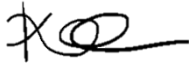
Signed:

Date:

Name:

Signed:

Director:



Date: 13/08/2025



Version: 1.0

Approved by: Director

Date: 13/8/25

Review Date: 13/8/25