



Policy on Confidential Information

ENM Management Committee members and paid and volunteer staff are at times privy to confidential discussions or information, which should be treated with due regard.

This information may include, but is not limited to, the following:

- private contact information;
- matters related to volunteer or paid staff supervision and other HR matters;
- private information disclosed within the MC and staff team, or private information from member groups and their representatives (e.g. health issues affecting engagement with ENM);
- the identity of a business or other person or group with whom a member group is attempting to build a sponsorship relationship;
- information specific to a member group application to a public funder, such as which groups are preparing an application to whom in a potentially competitive situation; and
- information and discussions related to internal problems or other non-public issues faced by ENM or any of our member groups.

Additionally, where a matter of strategy, policy, procedure or similar is under discussion and unresolved, whether in General Meetings, MC meetings, or sub-committee meetings, care should be taken to focus on the substance of the issues and not on the personalities involved. In many cases there may be no need to record who has articulated which viewpoints outside of formal motions.

This policy was most recently reviewed and ratified by the Management Committee on 16 March 2017. A signed version is available in the ENM Office.