



Trans* Pride Brighton and Hove Confidentiality Policy

STATEMENT OF INTENT

Trans* Pride Brighton and Hove recognises that it has a duty to maintain the security of confidential information held by or supplied to it.

RESPONSIBILITY

The responsibility lies with the Committee.

GENERAL ARRANGEMENTS

DIGITAL INFORMATION

- Any digital accounts (eg Facebook, Gmail and Gdrive, the bank account, Twitter, etc) used collectively by the Committee will be maintained securely:
- Login details to these accounts should
 - not be shared with anyone other than Committee members
 - be changed six-monthly
 - contain letters and numbers
- Users should always log out of any Trans* Pride Brighton and Hove account after use.
- Any digital information relating to Trans* Pride Brighton and Hove stored on personal computers, laptops, etc, should be secured with a password. Wherever possible, information relating to Trans* Pride Brighton should be uploaded to the GDrive and then removed from personal computers.
- Any information held in hard copy should be scanned and uploaded to the GDrive where possible, and the hard copy should then be securely disposed of.
- If a member of the Committee retires, all Trans* Pride Brighton documentation held in any form by the retiring member should be passed securely to an existing member of the Committee, and any copies held by the retiring member should be securely disposed of or deleted.
- The obligation to preserve confidentiality continues following retirement from the Committee.

PHOTOGRAPHY, IMAGE AND AUDIO RECORDING

- Any form of photography, image or audio recording should only be carried out at Trans* Pride Brighton and Hove events by photographers who have permission from the Committee to do so. The Committee will, in giving permission, consider the welfare of attendees as its first priority.
- Official photographers should receive a Trans* awareness briefing prior to events.
- Official photographers should clearly display a PHOTOGRAPHER badge at all times while recording.
- 'NO PHOTO' sticker or badges, signifying a wish not to be photographed, filmed or recorded, should be made available to attendees at any event.
- Unauthorised photography, filming or recording at Trans* Pride events is not permitted. Anyone taking unauthorised photographs, films, or recordings will be asked to leave the event.

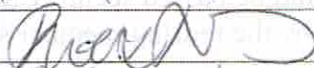
ATTENDANCE, VOLUNTEERING AND DONATION DATA

By the nature of the event, it is assumed that attendees accept that their attendance cannot be confidential. However,

- Committee members and volunteers should be mindful in discussing attendance that not all attendees may be comfortable with their attendance at a Trans* Pride Brighton and Hove event being disclosed to a third party, or in a different setting.
- Information relating to donations, payments, contact details or any other form of information, including bank details, details of former names, stage names, etc, should be kept confidentially.

REVIEWING

This policy will be reviewed annually at a meeting of the Committee, or at any other point if requested by a member of the Committee.

Agreed on:	19.7.15
Review by:	19.7.16
Signed: (Committee Member)	 PHOENIX THOMAS
Signed: (Committee Member)	S.S. Scott STEPHANIE S SCOTT