



Wellness Fund Confidentiality Policy for those applying to the Black Equity Organisation (BEO) Wellness Fund.

Who does the policy apply to

This policy applies to all staff, trustees, volunteers, or any person connected to BEO who has sight of any information that you provide to us as an applicant to the BEO Wellness Fund.

What is our commitment

BEO is committed to providing a confidential service when you make an application to the Wellness Fund. Any information obtained from you either via email, application form, notes from telephone calls or from virtual or face to face meetings will be stored securely in a password protected case management system and password protected database. Confidential documents shared by email will be shared with password encryption.

To maintain your confidentiality we will conduct our initial triage meeting with you in a private setting or where the sharing of your information cannot be overheard.

BEO has a hybrid working culture which means that some work is done from home. All BEO staff engaged in the Wellness Fund are aware of their responsibilities to keep your information confidential, whether working from an office space or from home.

BEO works mostly in a paperless way and information that you share with us is stored in a secure database. Any information gathered in paper form is kept locked in a secure filing cabinet.

All BEO staff work from BEO issued laptops which are password protected and installed with regularly updated anti-virus software.

Confidential information will not be shared between staff of BEO unless their role includes providing or assisting in the administration of the Wellness Fund.

Working with others

BEO works with Black Minds Matter (BMM) on the Wellness Fund. BMM is the organisation who are the service providers of the Wellness Fund, they will match applicants with a culturally appropriate counsellor or therapist.

When working with BMM we will seek your consent to share your application information and ensure that BMM have a confidentiality policy in place too to protect any information of yours that we share with them.

Any confidential information that you share with BEO will be shredded or confidentially disposed of when no longer required. You can make a request at any time for your information to be destroyed. The destruction (erasure) of confidential information may be linked to your rights under the Data Protection Act and GDPR regulations.

BEO is committed to maintaining your confidentiality and will not disclose your information without your consent. However there may be circumstances in which we will have to breach your confidentiality and share information without your consent. This is only likely to arise if it's clear that there is a safeguarding issue where there is a risk of harm to yourself or others, or if there is a breach of law.

BEO will not share details of your Wellness Fund application on social media or on our website or with media outlets without your consent.

What to do if you have questions about confidentiality

If you have general questions about the confidentiality of your information you should speak with the person at BEO with responsibility for administering the Wellness Fund. You will have been given these details in the application form .

If you have general questions about the confidentiality of your information, you should speak with the Data Protection Officer (DPO) at BEO. Their contact details can be found in the application form you received when applying for the Wellness Fund.

If you believe that your confidentiality has been breached without your consent, you should raise your concern directly with the Data Protection Officer, or you can make a complaint using the BEO complaints procedure.