



Brasenose College College Guidelines: Confidentiality

For the duration of your employment you must always be aware of the confidentiality of information gained during the course of your experience which in many cases includes access to personal and/or confidential information. It is expected that you understand the importance of treating information in a discreet and confidential manner, and your attention is drawn to the following:

1. All documentary or other material containing confidential information must be kept securely and on our premises at all times when not being used and must be returned to us at the end of the contract, or at any other time upon demand;
2. Information regarding the College and its business must not be disclosed either orally or in writing to unauthorised persons. It is particularly important that you should ensure the authenticity of telephone enquiries;
3. Conversations that you may hear relating to confidential matters affecting the College, members of staff and students should not take place in situations where they can be overheard (i.e. in corridors, reception areas, etc.);
4. Any breach of confidentiality may be regarded as a very serious matter and could result in the termination of your contract.

For the purposes of clarity, you shall not at any time (save as required by law) before or after the termination of your employment, disclose such information to any person without our prior written consent.

You also must be aware that all written material, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with us, is our property and, where appropriate, our copyright. At the end of your employment, or at any other time upon demand, you shall return to us any such material in your possession.

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