

# **IUHPE Health Promotion Accreditation System**

## **Confidentiality Policy**

### ***Scope of Confidentiality Policy***

- All issues relating to application, records and correspondence or other relevant information that are exchanged or maintained on line will be governed by the relevant Data Protection laws in place in the relevant catchment area (National or Global).
- Information supplied by applicants and used in the processes of assessment in relation to applicants and the assessment processes and relevant related activities will be accessible only to the Global/National Organisations Board of Directors as relevant, relevant Committee members and such staff as are required to record and manage the assessment process at Global and/or National level as relevant.
- Secure storage, whether of online or hard copy applications, is the responsibility of the relevant Organisations' Board of Directors (Global/National)
- Applicants should be made aware that once entered into Global and National registers that their names will be publically available on the Global System website (and National as relevant) as part of the quality assurance commitment to the public which is a key element of the IUHPE Health Promotion Accreditation System.

### ***Application of Confidentiality Policy***

- All issues relating to application, records and correspondence or other relevant information that are exchanged or maintained on line will be governed by the relevant Data Protection laws in place in the relevant catchment area (National or Global).
- Assessment processes and related activities will be accessible only to the Global/National Organisation (as relevant) Board of Directors, relevant Committee members and such staff as are required to record and manage the assessment process at Global and /or National level as relevant.
- All persons involved in or acting on behalf of the IUHPE Accreditation System at Global or National level as relevant in relation to assessment/appeals procedures for all applications must not relate, discuss or share information pertaining to applicants, assessments, outcomes or other related/information/matters to anyone other than the relevant members of the IUHPE Global/National Organisation Board of Directors and Committees and staff as relevant.
- All persons involved in or acting on behalf of the IUHPE Accreditation System in relation to assessment/appeals procedures for all applications or related activities

must report any concerns about breaches of confidentiality to the Global/National Chair of the Board of Directors as relevant.

- The Chair of the Assessment/Appeals Committees (Global/National as relevant) must remind all those who are active in the relevant processes to avoid all real and perceived breaches of confidentiality as each round of applications are considered or Appeals processed or as otherwise relevant.
- If the Board of Directors of the National or Global Organisations as relevant or any member of Committees or relevant others involved in any way in any aspect of the IUHPE Health Promotion Accreditation System determine that anyone with a relevant role has breached the rules of confidentiality no further information on applicant will be available to that person until such time as the breach is either upheld and action taken against the accused individual or is dismissed as not upheld. If the breach of confidentiality is upheld the Board of Directors (National/Global) will ensure that the person responsible will not take part in any aspect of the System in the future.
- An assertion by any third party of an actual, potential, or perceived breach of confidentiality must be submitted in writing to the Board of Directors (Global/National as relevant) who will review the case and, if necessary, request input from the Global Board of Directors or other expert advice as enquired. Board of Directors. Full records of the complaint, investigation and outcome will be kept on file and a formal written reply sent to the complainant within 30 working days by the relevant Chair. If the breach of confidentiality is upheld the relevant Board of Directors will ensure that the person responsible will not take part in any aspect of the System in the future.
- A statement of agreement in relation to confidentiality must be completed by all assessors/reviewers at each round of application/appeal processes or other related processes and by others as relevant at Global /National level as relevant and will be kept on file within the relevant organization as part of the formal documentation of the IUHPE Health Promotion Accreditation System.
- Should a breach of confidentiality which is obvious and appears deliberate be found, the person involved will have no further input into any aspect of the System.
- Secure storage, sharing or handling of whether of online or hard copy applications or other confidential information, is the responsibility of the relevant Board of Directors (Global or National) and must follow all local and national data protection laws.