

Confidentiality Policy

It is the policy of the Friends of Horsham Museum & Art Gallery that Committee Members will not disclose confidential information belonging to, or obtained through their affiliation with the Friends of Horsham Museum & Art Gallery to any person, including their relatives, friends, and business and professional associates, unless the Friends of Horsham Museum & Art Gallery committee has authorised disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Committee members are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorised or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view.

Upon leaving the committee, he or she shall return all documents, papers, and other materials that may contain confidential information, or, if in digital form, write or email the committee to say this has been deleted.