



GP 02

Confidentiality and Privacy Policy

Classification:	Governance Policy
Responsible Authority:	Safeguarding Focal Point, Programs Managers
Executive Sponsor:	Executive Director
Approval Authority:	Board of Directors
Date First Approved:	2021-11-01
Date Last Reviewed:	2023-03-15
Mandatory Review Date:	2025-01-15

PURPOSE

This policy ensures the protection of personal, organizational, and sensitive information by establishing rules and procedures to safeguard confidentiality and privacy. It defines how SEEN for Gender and Sexual Equity collects, stores, shares, and protects data provided by employees, volunteers, beneficiaries, partners, and service providers.

SCOPE

This policy applies to: All board members (founding and elected). All employees and volunteers. All beneficiaries of SEEN's services.

DEFINITIONS

Word/Term	Definition
Confidentiality Agreement (NDA)	A formal commitment between two or more parties defining the type of confidential information, its intended use, and sharing conditions.
Materials	Any organizational content or activity, including documents, meeting notes, video content, recordings, and files related to SEEN's programs, trainings, and planning activities.
Personal Information	Any data relating to organizational members, employees, volunteers, beneficiaries, partners, and service providers, including but not limited to: names, birth dates, contact details, addresses, health status, gender identity, sexual orientation, and legal information.

POLICY

SEEN for Gender and Sexual Equity must protect all personal and organizational information from unauthorized access, misuse, disclosure, or loss.

All members must:

- Treat all personal and organizational data as strictly confidential.
- Use data only within the scope of their role.
- Share data only with authorized personnel and only after obtaining explicit written consent from the concerned individual.



- Protect information by following SEEN's digital safety and privacy protocols.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Information Protection	
1.1 Identify all confidential materials, including personal data, reports, and activity-related information.	HR And/or Department Leads
1.2 Restrict access to authorized individuals only.	HR And/or Department Leads
1.3 Ensure written consent is obtained before sharing information externally.	HR And/or Department Leads
2. Data Handling	
2.1 Employees and volunteers must not keep personal copies of confidential information.	All members
2.2 Use organizational accounts and secure storage locations designated by SEEN.	All members
2.3 Follow SEEN's digital protection protocols, including using strong passwords and avoiding linking work data to personal accounts.	All members
3. Reporting Breaches	
3.1 Any misuse, loss, or unauthorized disclosure of data must be reported immediately to the Safeguarding Focal Point or HR.	All members
3.2 Breaches will be escalated to a disciplinary committee appointed by the Board of Directors.	Board And/or Department Leads

SUPPORTING DOCUMENTATION

Appendix 1: Confidentiality and Privacy Agreement

RELATED POLICIES

Safeguarding Policy
Code of Conduct

RELATED MATERIALS

SGSE Mission Statement.
SGSE Vision.

GP 02: APPENDIX 1

CONFIDENTIALITY AND PRIVACY AGREEMENT

I, the undersigned, acknowledge that during my employment, volunteering, or service provision with SEEN for Gender and Sexual Equity, I may have access to personal, financial, statistical, and organizational information related to the organization's programs, employees, volunteers, and beneficiaries.

I hereby commit not to disclose, share, leak, or reveal any such information, either directly or indirectly, during my time with SEEN and after the termination of my involvement, for any reason.

Name: _____

Signature: _____

Date: _____