

## **Autscape general confidentiality policy**

[This policy should be read in conjunction with the participant confidentiality policy. In all instances where it applies, the participant confidentiality policy takes precedence.]

With the exception of board meetings held in public, communication in any format between board members about Autscape should generally be considered confidential to the Autscape board and professional advisers appointed by the board (e.g. solicitors, accountants).

The content of such communication should not be disclosed to any other organisation or individual without the explicit consent of the board, except:

- When the disclosure is required by law;
- When necessary to provide a non-director with information directly relevant to a task they are carrying out on behalf of Autscape;
- When individual directors choose to discuss such matters in confidence with supportive individuals (such as a family member, close friend, PA or counsellor), provided the director accepts responsibility for the behaviour of those individuals in respecting the confidentiality of the information.

In exceptional circumstances, it may be necessary for a director to disclose information in contravention of this general policy. In doing so, the overriding principle is that directors should act at all times in what they genuinely believe to be the best interests of Autscape. When it is consistent with that principle, directors should seek to obtain the consent of the full board or, failing that, as many other directors as possible. Failing that, directors should seek to inform the full board of the disclosure or, failing that, as many other directors as possible.

This policy does not apply to personal information disclosed by individual board members to the board. Such information should be treated as participant information and is subject to the participant confidentiality policy.