

Dellam Corporate Information Limited

Confidentiality Policy

The term 'Dellam Corporate Information Limited', 'us' , 'our', 'ours' or 'we' refers to the owner of the website whose registered office is 2 Heath Drive, Sutton, Surrey, SM2 5RP. Our company registration number is 3897377, registered in England and Wales. The term 'you' refers to the user or viewer of our website.

This policy is intended to protect you as well as ourselves.

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what we learn is necessary to provide services to the applicant or client; other information is shared within the development of a helping, trusting relationship.

Therefore, most information gained about individual clients through an assignment is confidential in terms of the law.

Respecting the privacy of our clients, members and staff is itself a basic value. Personal and financial information is confidential and is not disclosed or discussed with anyone without permission or authorization from a director. This is a basic component of client care and business ethics. The board of directors, staff and our clients rely on staff to conform to this rule of confidentiality.

You can expect us to respect the privacy of clients and to maintain their personal and financial information as confidential. All information concerning clients, former clients, our staff, financial data and business records is confidential. We do not disclose clients' names or talk about them in ways that will make their identity known. All records dealing with specific clients is treated as confidential. No information may be released without appropriate authorization.

Care is taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared. Our employees, and board members may be exposed to information which is confidential and/or privileged and proprietary in nature. It is our policy that such information must be kept confidential both during and after employment.

Staff including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Staff members are responsible for maintaining the confidentiality of information relating to other staff members in addition to clients.

General information, policy statements or statistical material that is not identified with any individual or company is not classified as confidential.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline including removal/dismissal.

Changes to this policy

Last updated: Friday, 2 December 2022