

ALLIANCE

FOR WOMEN AND GIRLS (AFWAG)

CONFIDENTIALITY POLICY

1. Introduction

- 1.1. Creating an environment of trust and support is crucial within the Alliance for Women and Girls (AFWAG). To achieve this, it is important to maintain confidentiality. This policy outlines the principles and expectations regarding the handling of information within the AFWAG network.

2. Purpose

- 2.1. The main objective of this Confidentiality Policy is to establish a set of guidelines that ensures the privacy and confidentiality of information exchanged within the AFWAG Network. The policy aims to safeguard data and maintain the trust of our members by handling their information with care and responsibility.

3. Scope

- 3.1. This policy applies to all individuals' organisations and entities who are part of the AFWAG Network and engage in any form of communication or collaboration within it.

4. Definition of Confidential Information

- 4.1. Confidential information encompasses sensitive or private data shared within the AFWAG Network, including but not limited to;

- 4.1.1. Financial data
- 4.1.2. Technical specifications
- 4.1.3. Trade secrets
- 4.1.4. Member profiles and contact information
- 4.1.5. Strategic plans
- 4.1.6. Proprietary information

4.2. Responsibilities

- 4.2.1. It is the responsibility of members to identify and label any information they consider confidential.
- 4.2.2. Members should exercise caution when sharing information disclosing it to those who genuinely require access.
- 4.2.3. Any suspected breaches in confidentiality should be promptly reported to AFWAG Network administrators.

4.3. Measures to Protect Confidentiality

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- 4.3.1. Members should use unique passwords to access the AFWAG Network portal. Only individuals who require additional levels of access for their roles should be granted further permission to information.
- 4.3.2. When sharing information members should utilise the official channels of communication. It is important to avoid discussing matters in forums or unsecured channels.
- 4.3.3. Confidential documents and data must be stored in environments protected by passwords. Members should refrain from storing information on public devices unless it is necessary in which case encryption should be utilised.

4.4. **Duration of Confidentiality**

- 4.4.1. Information shared within the AFWAG Network remains confidential after membership or participation has ended. Members are obligated to maintain confidentiality after their association with the network has concluded.

4.5. **Breach Consequences**

- 4.5.1. Any violation of this policy regarding confidentiality may result in action including termination of membership, legal measures or any other appropriate actions as determined by the administrators of the AFWAG Network.

5. **Review and Updating**

- 5.1. We will periodically update this Confidentiality Policy as necessary and members will receive notifications on any changes. It is their responsibility to become familiar with the recent version.

6. **Acknowledgement**

- 6.1. By becoming a member of the AFWAG Network, individuals acknowledge their understanding of this Confidentiality Policy and agree to comply with its provisions.

Your Organisation Name.....

Authorised Signatory.....

Date.....