



This statement applies to all individuals who share information with the NBN and the Inclusion Partnership & means that:

- We will not disclose anything about the nature or content of your contact with the NBN to anyone outside the organisation, unless you agree that we do so. If there is imminent, grave danger to you or to someone else, we may need to disclose this issue with a third party, but will still always discuss with you first.
- If we contact organisations, health, or anyone else on your behalf we will only do so with your full consent.
- When a third party has made a request to NBN we will not disclose any further information to the third party without the knowledge and consent of the person concerned.
- We will keep all written records confidential to the NBN / Inclusion Partnership and will not allow anyone outside the Partnership to access any records without your written consent or except when required to do so by law (you have right of access to your own record under the Data Protection Act 1998).
- We will process all personal and sensitive data in accordance with the Data Protection Act 1998. Go to http://www.ico.gov.uk/for_organisations/data_protection_guide.aspx to find out your responsibilities as a Broker.
- We will take all reasonable steps to safeguard the security of any information about you that we hold in electronic format.

We will destroy all written and electronic records after seven years. We will ensure that all statistical information given to third parties, (for example, for evaluation purposes), is produced in an anonymous format so that individuals cannot be identified.