

THREE GUINEAS TRUST

Confidentiality

All information about grant applications is confidential.

Discussions about applications between grant panel members are confidential.

Panel members must not disclose any information about applications to anyone outside the panel. This includes on social media.

Panel members must refrain from telling anyone about the outcomes of funding meetings before applicants are informed of the funding decision.

Documents distributed on paper or electronically must be stored securely. Documents stored on shared computers must be password protected.

When you leave the grants panel, you must return, destroy or delete all documents connected to grants applications.

You must tell us if someone who is not involved in the grants panel sees information about a grant application. This includes sending emails about an application to the wrong person.

You must tell us if information about a grant application is lost. For example, a laptop was stolen or left on a bus.

A breach of confidentiality must be reported straight away to us.

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