



مبرة الشاكري للتكافل الاجتماعي

Shakiry Charity for Social Solidarity

(Ex Iraqi Charities Forum)

(رابطة المبرات العراقية سابقاً)



POLICIES AND PROCEDURES

CONFIDENTIALITY

1. Shakiry Charity for Social Solidarity (Shakiry Charity) and Al Shakiry Charity (Iraq) support a network of Citizen Care and Advice Branches based in Iraq.
2. The nature of Shakiry Charity's work is such that staff and volunteers may have to deal with highly sensitive matters which relate to an individual's or a family's well being, or to the welfare of the organisation itself. As an employee or volunteer at Shakiry Charity you may have access to certain personal and confidential information related to our beneficiaries, their needs and circumstances. Such information should not be divulged or discussed with third parties outside of the charity.
3. In the interest of all parties concerned, you are required to treat all information as confidential. Any/All concerns should be discussed with the Charity Coordinator or Vice Chair of the Board.
4. In the best interest of Shakiry Charity, and those who benefit from its work, staff and volunteers may not contact the media without prior agreement, and, if approached directly, should refer the reporter to the Charity Co-ordinator or Vice Chair of the Board.
5. All staff and volunteer files are confidential and are to be treated as such at all times, with access only available to specifically designated personnel. Addresses and telephone numbers are not to be given out without the prior agreement of the personnel concerned.

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