



**THE KENYA OBSTETRICAL AND GYNAECOLOGICAL
SOCIETY**

Policy Name:	Confidentiality Policy
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	Name & Designation	Signature & Date
Reviewed by:		
Approved by:		



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1.0 Executive Summary

The Kenya Obstetrical and Gynaecological Society (KOGS) has designed the society's confidentiality policy to explain how it expects its' members to treat confidential information. Employees and members will unavoidably receive and handle personal and private information about clients, partners, and our society. KOGS want to make sure that this information is well-protected.

Any Confidential Information, whether oral, written, or electronic, should be maintained in a manner that ensures its confidentiality. The release of any such Confidential Information may result in negative financial or competitive action, productive loss, or cause legal or other non-beneficial impacts on KOGS.

2.0 Scope

This policy affects all employees, members, including council members, donors, consultants, and volunteers, who may have access to confidential information.

Confidential information may include:

- Unpublished financial information
- Data of members
- Data entrusted to our society by external parties
- Documents and processes explicitly marked as confidential
- Unpublished goals, forecasts and initiatives marked as confidential

3.0 Definition of Terms

3.1 Breach

Accessing, sharing, reviewing, or disclosing oral, paper or electronic Confidential Information by an individual for purposes other than his/her job responsibility or for which s/he is authorized.



3.2 Confidential Information

Any communication, information, or reception of knowledge and includes facts, documents, data, or opinions that may consist of numerical, graphic or narrative forms-whether oral, printed, or electronic including in databases or on papers.

3.3 Identifying Information

Includes the following:

- National identification card, or passport numbers
- Current and Savings account numbers
- Credit and Debit card numbers
- Digital signatures
- Any other numbers or information that can be used to access a person's financial resources
- Biometric data
- Fingerprints

3.4 Personal Information

A person's first name or first initial and last name in combination with identifying information as defined above. Personal information does not include a publicly available directory containing information an individual has voluntarily consented to have publicly disseminated or listed, including name, address, and telephone number, and does not include information made lawfully available to the public from national or local government records.

3.5 Workforce Members

Employees, members, volunteers, trainees, consultants, and other persons whose conduct, in the performance of work for KOGS, is subject to the control of such entity, whether or not they are paid by KOGS.

4.0 Policy Guideline

- It is the policy of this society that Council members, employees and trustees may not disclose, divulge, or make accessible confidential information belonging to or obtained through their affiliation with the organization to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the society has authorized to disclose.



- Council members, employees and trustees shall use confidential information solely for the purpose of performing services as a Council member, employee, or trustee for the society. This policy is not intended to prevent disclosure where disclosure is required by law.
- Council members, employees and trustees must exercise good judgment and care at all times to avoid breach of confidential information. Conversations in public places should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, Council members, employees and trustees should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or in plain view, and refrain from the use of speaker phones to discuss confidential information if the conversation can be heard by unauthorized persons.
- At the end of a member's tenure on the Council or upon the termination of an employee's employment, she or he shall return, at the request of the organization, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in her or his possession. This also applies to a trustee whose term has ended.

4.0 Disciplinary Consequences

Employees and members who don't respect KOGS' confidentiality policy will face disciplinary and, possibly, legal action.

KOGS will investigate every breach of this policy and terminate any employee who willfully or regularly breaches the confidentiality guidelines for personal profit. KOGS may also have to punish any unintentional breach of this policy depending on its frequency and seriousness.

This policy is binding even after separation of employment.