



## Information Security Policy Statement

Victim Support Scotland (VSS) is committed to ensuring all personal and sensitive information is handled fairly and lawfully and with due regard to basic confidentiality, dignity and respect.

This policy statement underpins the VSS Information Security Policy and Procedures.

All confidential and sensitive information will be kept securely by VSS.

VSS will work to ensure that we maintain a confidential service and protect information of our service users, staff, volunteers and other contacts. Every volunteer and staff member must comply with that overarching policy of confidentiality.

Primarily, VSS gathers and records information for the purpose of contact and assessment of need. Information will not be used for any other purpose than that for which it was collected.

Individuals have the right to have data corrected or removed on request.

Overall organisational accountability for Information Management lies with the Deputy Chief Executive (Business Support). It is the responsibility of every volunteer and staff member to protect confidential information.

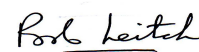
There may be a need to share information in instances where there is a legal obligation to do so and also in exceptional circumstances which justify disclosure.

The decision to breach confidentiality should normally be taken by a senior member of staff and in accordance with the VSS policy and applicable legislation. On every occasion the individual will be advised accordingly.

A level of security will always be in place to protect areas where confidential information is stored. These areas must only be accessible to those authorised to have access.



Chief Executive  
Date: August 2013



Executive Board, National Chair  
Date: August 2013