



Confidentiality & Data Security Policy for YORLMC Members

- meeting papers issued by the Corporate Affairs Team and information issued by the Corporate Affairs Team solely for the attention of YORLMC Members must not be circulated to or shared with non-Members.
- information relating to YORLMC business, whether in hard copy or electronic format, should be stored in a place not accessible to non-Members. Where stored in electronic format, appropriate password protection should be applied to devices via which the information can be accessed.
- Members must take all meeting papers away with them after meetings and when no longer needed papers should be disposed of securely.
- where discussions at YORLMC meetings and meetings with other organisations such as CCGs are identified as confidential or “not for minuting”, details must not be shared outside the membership of the meeting.

Date	Author	Document History
May 2013	Corporate Affairs Team, YORLMC Ltd	Document agreed by YORLMC Board
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