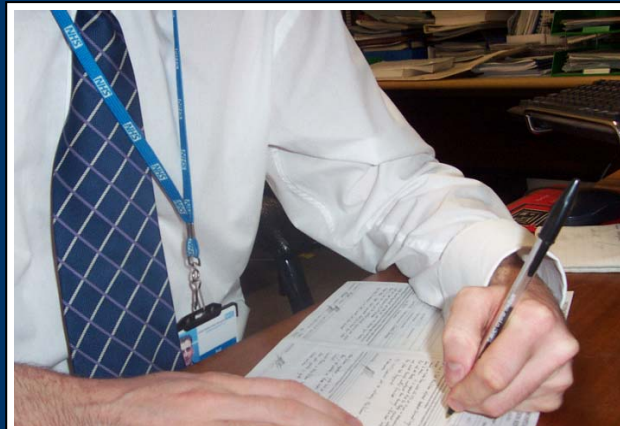
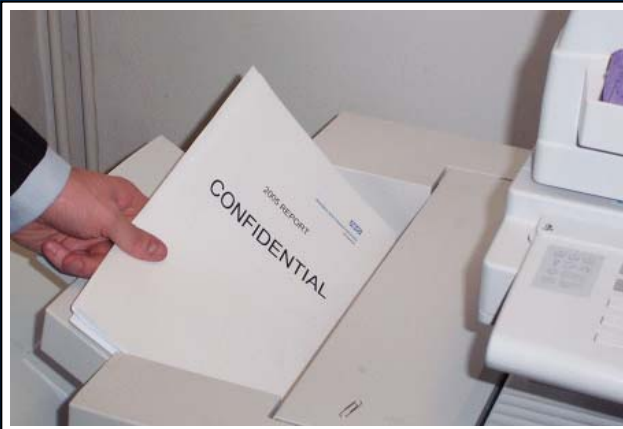


Confidentiality

It's essential that you keep it confidential!



- ▶ **Every member of staff has a duty to maintain confidentiality.**
- ▶ **Confidential print outs, photocopies and faxes should be collected *immediately*.**
- ▶ **Always dispose of confidential waste appropriately.**
- ▶ **Breaches of confidentiality must *always* be reported.**