



CONFIDENTIALITY POLICY

Issue Date	Issue No	Obsolete/Current/Archived	Reason/Notes
22/08/2022	001	Current	Reviewed and approved

REVIEWERS AND APPROVALS

This document has been reviewed and approved by the undersigned.

Name	Position	Signature	Date
Prof. E. Gyimah-Boadi	Board Chair		12/09/2022
Joseph Asunka	Chief Executive Officer		12/09/2022
Felix Biga	Chief Operating Officer		12/09/2022
Kwaku Owusu-Yeboah	Human Resource Manager		12/09/2022

OWNERSHIP/CUSTODIAN OF THE POLICY

This policy document is vested in the Human Resources Manager, who has overall responsibility for its implementation in line with Afrobarometer’s (AB’s) legal and ethical obligations, monitoring its effectiveness, and dealing with queries with regard to its interpretation.

Supervisors at all levels are responsible for ensuring their direct reports are made aware of the policy and adequately trained on its application.

This policy shall be subject to review every year or as required to keep it up to date with changes to relevant regulations or best practice. All suggestions for review and amendment shall be forwarded to the Human Resources Manager for review, including obtaining Management/Board approvals of the amended policy.

DISTRIBUTION LIST

A current version of this document is available to staff on the Google drive labeled "Policies" and on the AB website.

POLICY STATEMENT

Any information about Afrobarometer (AB) and its partners, funders, and prospective funders, and any personal information about employees and network members, and other confidential information obtained by board members, staff, network members, and consultants as a result of working with AB shall be strictly confidential and should be discussed only as appropriate and required in connection with AB's work.

All information concerning partners, funders, and prospective funders, and other confidential information must be maintained in confidence, and care must be taken to avoid discussion of AB affairs with third parties, unless authorization to do so is obtained from the CEO or as required by law.

All files, documents, and working papers of AB are the property of the organisation. Any board or International Advisory Council (IAC) member, staff or network member, or consultant who purposely or through a failure to exercise reasonable care causes confidential information to be disclosed will be subject to disciplinary action, up to and including termination. The obligation to keep information confidential continues after an employee, board member, or consultant ceases to be employed by or affiliated with the network.

Personal Addresses and Phone Numbers

It is AB policy not to give out the personal addresses or phone numbers of AB staff, board or IAC members, partners, or other network members to outside persons (with the exception of HR dealings with benefit providers). Anyone asking for such personal information should be instructed to forward all calls, mailings, or invitations to the relevant AB or partner office.

STAFF DECLARATION

I have read and understood the Confidentiality Policy of Afrobarometer. I understand that if I act contrary to the Confidentiality Policy as specified in this document, such action could constitute misconduct that may result in disciplinary action against me, which may result in dismissal.

NAME: _____

STAFF NO.: _____ UNIT: _____

SIGNATURE:

DATE:



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Document Control

Issue No: 001

Issue Date: 06/09/2022

Page 5 of 5
