



Code of Conduct for Trustees

As a Trustee of the PMCPA I confirm that I am aware of and accept the legal responsibilities of a Trustee as defined by the Charity Commission and any other statutory body that defines such responsibilities for charity Trustees.

I am also aware of, and undertake to comply with, the PMCPA's Code of Conduct provisions set out in Clause 3.5 of The Constitution (24/9/2015).

I am also aware of and undertake to comply with the PMCPA's Data Security Policy

Name: _____

Signed: _____ Date: _____

Pinn Medical Centre Patients' Association Code of Conduct

Trustees should:

- Be committed to the purpose, objects and values of the charity
- Be constructive about other Trustees' opinions in discussions, and in response to PMC contributions at meetings
- Be able to act reasonably and responsibly when undertaking such duties and performing tasks
- Be able to maintain confidentiality on sensitive and confidential information
- Be supportive of the values (and ethics) of the charity
- Understand the importance and purpose of meetings, and be committed to preparing for them adequately and attending them regularly
- Be able to analyse information and, when necessary, challenge constructively
- Be able to make collective decisions and stand by them
- Be able to respect boundaries between Board/Membership and the functions of the PMC.

Seven (Nolan) Principles of Public Life

Trustees on the Board of the PMCPA have agreed to adopt these principles and shall endeavour to meet the requirements of the principles through their actions on behalf of the PMCPA.

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.



Pinn Medical Centre Patients' Association Data Security Policy

Not least following the introduction of the General Data Protection Regulation in May 2018, the Board of Trustees of the Pinn Medical Centre Patients' Association (PMCPA) has resolved to adopt the following policy as regards data security. The policy applies to Trustees, other Board Members, Volunteers and their organisers, and any other Members of the Association (known as authorised users) who have access to the personal details of PMCPA Members.

The Members' database and gmail contact list is accessible only by password, and that password will be made available, on the authority of a Trustee, only to those who have need of it. Members' details must be kept confidential. Authorised users should not maintain their own databases of Members' details; subsets of the main database can be provided within it.

Access to Members' details should be made only on computers or through user accounts that are accessible only to the authorised user, and those computers or user accounts should be protected by passwords known only to the authorised user.

Email traffic that refers to Members should only be undertaken using email accounts that are protected by passwords known only to authorised users. Dedicated email accounts/addresses ([name@pinnpatients.org](mailto:pinnpatients.org)) can be provided for authorised users.

***PMCPA
May 2018***