



## Confidentiality and Data Protection Policy

4th June 2016

### **Above & Beyond – Developing Potential**

Above & Beyond is committed to providing a safe environment for young people, communities and volunteers.

Above & Beyond recognises that trust is essential for good youth and Community work and is the foundation for all relationships within Above & Beyond.

Maintaining confidences is an integral part of building trust between young people, communities and volunteers and the organisation and will be respected at all times, apart from where it conflicts with reporting Safeguarding concerns. In addition, the Data Protection Act places an obligation on all organisations to implement the 8 guiding principles when obtaining, handling and storing personal information.

### **Above & Beyond therefore states:**

#### Young People & Communities

- Above and Beyond is committed to ensuring that young people and communities are able to share information with workers in a confidential manner.
- Young people and communities can expect that any information they give to a worker is treated as sensitive and confidential and will not be shared UNLESS:
- The worker believes that the young person or community member, or another young person or community member, is in danger or is being harmed. In this case the young person or community member will be told that the information has to be shared with the appropriate agencies and encouraged to agree with this.

- The young person or community member discloses that they are involved, or plan to become involved in acts of terrorism.

## **Staff & Volunteers**

- All staff and volunteers at Above & Beyond are expected to uphold the organisations commitment to confidentiality. This means that staff and volunteers are expected to:
  - Keep records, files and documents stored in a safe and secure manner
  - Not discuss any information given by a young person or community member in confidence, unless they have a safeguarding concern or the young person or community member gives their permission
  - Tell a young person or community member when information cannot be kept confidential (ie. a safeguarding concern)
  - Encourage a young person or community member to talk to other people (e.g. parents or guardians) or professionals where they feel it would be in the young person's or community members interest
- Workers can expect that the organisation will:
  - Provide them with a suitable means for storing confidential documents
  - Ensure that their own information (e.g. medical or emergency contact information) is stored securely, is kept confidential and only seen by colleagues in relation to their role
  - Safely destroy personal information when the worker ceases to work for the organisation
  - Take disciplinary action where the Confidentiality Policy is not upheld (unless due to child protection concerns or a court order has been issued)



## Parents/Guardians

- Parents/Guardians of young people attending Above & Beyond can expect that the information they provide (e.g. medical information, contact information) will:
  - Be kept in a secure, confidential manner and only used for the purpose provided (i.e. to safeguard the health and wellbeing of the young person)
  - Not be sold
  - Will not be shown to organisations without prior consent.