

Confidentiality Policy

- Tarner Community Project aims to respect the privacy of all children/ young people and their parents/carers while ensuring that they have access to high quality youth activities/ opportunities.
- Confidential information shared by parents/carers will only be used to enhance the welfare and safety of their child/ren and to support their development and care.
- Confidential information includes; registration forms, signed consent forms, accident and incident forms, correspondence concerning the child/ young person or family, reports or minutes from meetings.
- Any information either verbal or written will be kept confidential within the team or shared with the CEO and trustees if appropriate or a safeguarding matter.
- If a parent/carer shares this information with another parent/carer as well as staff, Tarner cannot be held responsible if it is shared beyond those parents whom the person has confided in.
- All records are kept and stored in a lockable filing cabinet in line with the GDPR (May 2018) and the Human Rights Act (1998.)

Procedure

Staff at Tarner Community Project will respect the privacy of children/ young people and their parents/carers by;

- Not giving out any private information without the consent of the parent/carer unless in circumstances where staff have a good reason to believe that a child is at risk, or is likely to be at risk of abuse or neglect (please refer to our Safeguarding Policy).
- Not making a note of the child's address without the consent of the parent/carer.
- Not sharing any information about children/family with the media unless the parents/carers have consented to it.
- Staff who fail to show due regard for our Confidentiality policy will be liable for disciplinary action.
- All staff files will be kept confidential and stored in a locked filing cupboard. Access is only for the CEO, HR Manager and trustees where appropriate.
- Staff must not discuss or share private details of another member of staff with any parents/carers, a child/ young person or another staff member unless consent is given by the

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person in question or if it is a safeguarding matter. (Please refer to our policies - Whistleblowing, Social media, Safeguarding and Allegations Against a Staff Member)

Our procedure for sharing information is based on the 7 rules set out in Information sharing; Guidance for Practitioners and Managers (DCSF 2008)

1. Remember that the GDPR is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and /or the family where appropriate) from the outset and why, what, how and with whom information will be shared and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with the consent where appropriate and where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. Consider safety and well being. Base your information sharing decisions on considerations of the safety and well being of the person and others who may be affected by their actions.
6. Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

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