

PLAY MONTGOMERYSHIRE

Registered Charity No 1000016

POLICY – CONFIDENTIALITY

For the purpose of this policy child/ren may also refer to young people. Parents include carers, guardians, foster parents etc

This policy has been developed to ensure that all information kept on children, staff and volunteers is kept confidential according to the Data Protection Act.

- Parents, staff, volunteers and children and young people will have free access to any files, records or other information held on themselves or their children, unless it is decided by relevant authorities this is not in the best interest of the child (i.e. non contact parent).
- Parents will not have access to other children's or staff/volunteer's files. Staff and volunteers may have restricted access to children's files and other staff/volunteer files as considered necessary.
- Staff and volunteers of Play Montgomeryshire will not discuss any child with any other people without the parents consent apart from
 - ⇒ The child's own parent
 - ⇒ Staff and volunteers of the organisation, on only a professional/ need to know basis
 - ⇒ Other professionals outside the organisation if the child's welfare is at risk (medical staff, social services, police etc)
- In the event of it being necessary for staff or volunteers to need to share any information about any child, parent or colleague; they must be able to justify any disclosure of information on the grounds of child welfare or welfare of others involved in the organisation.
- All personal records must be kept in locked containers. Preferably static, but in the event of mobile activities, in a locked portable container.
- All computer records must be password protected, be it on the hard drive or disc/CD etc.
- Personal information must not be left on the screen for others to see
- When discussing individuals personal information it needs to be ensured they can not be overheard.

Failure to comply with this policy may lead to disciplinary proceedings

This policy is to be reviewed annually

Accepted at the meeting dated / /

Signed Chairperson

I have read the above Policy, and agree to abide by it.

Signed Date