



CONFIDENTIALITY POLICY

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Confidentiality Policy

At LEAPS Suffolk we respect the privacy of all persons attending our activities and the privacy of their parents or carers. Our aim is to ensure that all those using and working at LEAPS Suffolk can do so with confidence.

We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child, but will not have access to information about any other attendee. If a parent requests to see the records of their child, LEAPS Suffolk is obliged to consider whether the child is able to make the request and if there will be any consequences to allowing parents access to these records. For instance, in cases where there has been allegations of abuse or mistreatment.
- If a third-party requests access to the attendee's records and the attendee is over 18 years, LEAPS Suffolk will need written evidence e.g. written authority from the attendee or power of attorney
- Staff only discuss the attendee for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process and are required to sign to say they will comply
- Information given by parents to LEAPS Suffolk staff will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our Safeguarding Policy).
- Concerns or evidence relating to the attendee's safety, will be kept in a confidential file and will not be shared within the Club, except with the designated Safeguarding Officer or on a need to know basis.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- Confidential records are stored securely in a lockable file and/or password protected laptop and/or encrypted drive.
- Volunteers are informed of our confidentiality policy and are required to sign it prior to commencing voluntary work at any of our activities

Sharing information with outside agencies

We will only share information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children/adults or criminal activity. If we decide to share information without parental consent, we will record this in the attendee's file, clearly stating our reasons. We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the attendees in our care.

Data Protection

We comply with the requirements of the General Data Protection Regulations, regarding obtaining, storing and using personal data. This replaces the Data Protection Act 1998.

We will only retain records for as long as legally necessary.