



Confidentiality

Reviewed May 2011

Reviewed April 2012

Introduction

All employees and volunteers are required to abide by Kingston Mencap's Confidentiality Policy.

You must keep all information given to you or created by you as part of your role for Kingston Mencap confidential at all times while you are a club leader or volunteer and after you leave Kingston Mencap.

Information of a personal and private nature will be treated sensitively and remain confidential within Kingston Mencap. This means that the information will not be given to anyone outside the Kingston Mencap without the permission of those to whom it relates. All notes, records of meetings etc. will be kept on files, marked "**Private and Confidential**", which will be securely stored. The files will only be accessed by those members of Kingston Mencap authorised to do so.

No information gathered for monitoring or evaluation of our work will identify individual cases.

Procedure

Personal and private information about people with learning disabilities and their families should be treated sensitively and only shared on a "need to know" basis within the organisation.

Discussion about personal matters relating to families and individuals should take place in a private office. Open discussion in public or open areas is discouraged.

Files containing personal information should be marked "Private and Confidential" and should not be left open and unattended. They should be put away securely overnight.

Sensitive or private computer held information should be stored on a disk, with a password, and should be kept in a secure place.

Unless there are exceptional circumstances, information should only be shared with outside agencies with the permission of the individual(s) concerned.

In some circumstances there may be a need to share information with outside agencies, but only with the prior permission of the people concerned. If this is likely, those concerned should be advised at the outset. See below for procedure for breaking confidentiality.

Only in exceptional circumstances, such as the following, should confidentiality be broken:

- a threat to life
- physical, sexual, financial or other abuse to or by another person (adult or child)
- a health and safety risk to other people in the workplace
- a disclosure required by law or a court order.

Procedure for breaking confidentiality

Because breaking confidentiality is a serious matter, the following procedure should ideally be followed prior to disclosure.

If, in any discussion, information is being given which the Kingston Mencap employee or volunteer believes may have to be shared with other Agencies:-

- they should stop the conversation;
- explain that such information and any further detail that might be forthcoming, could require them to pass it on to outside agencies;
- proceed if the informant gives permission under those conditions, confirming that they had given their consent, should further action be needed.
- if permission is refused, terminate the conversation and refer the person to the Club Leader or the Chair of the Trustee Committee
- maintain written records of the process and the decisions taken throughout.

Agreement

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

Signed:

Date:

A signed copy of this document will be given to the employee/volunteer.