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Author	Chris Smith
Reviewed by	Daniel Pitt
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Confidentiality Policy

Staff and volunteers should regard all information they have access to or are given as a result of their job/volunteering as being confidential unless advised otherwise. No information should be released to a third party without first seeking the agreement of the individual concerned.

Staff and Volunteers are representatives of the Community Centre @ Christ Church and as such are expected to maintain confidentiality at all times.

The Community Centre @ Christ Church has a duty to safeguard the information contained within booking forms etc.

Staff and volunteers should not disclose personal details (home address, telephone number etc.) to individuals but should use the Community Centre address when an address has to be given.

Staff have the right to access their own personal records including application forms, police checks, references etc. Should you wish to see these please speak to the Community Centre Development Manager.

The adherence of the confidentiality statement will continue to be a requirement even after the cessation of employment/term of office.

All personal information collected and held by the Community Centre @ Christ Church is covered by the Data Protection Act. The Act requires all those using or collecting the information to abide by certain key principles.

The principles state that personal data must be:

- Obtained and processed fairly and lawfully.
- Used only for the original purpose, and disclosed only to the appropriate people.
- Adequate, relevant and not excessive in relation to the purpose for which they are held.
- Accurate and where necessary, kept up to date.
- Held no longer than is necessary.
- Accessible to the individual concerned who, where appropriate, has the right to have information about themselves Corrected or erased properly.
- Safeguarded.

The Confidentiality Policy MAY be breached if it is considered a user is putting the Community Centre @ Christ Church or any other users at the Centre at risk due to their misconduct or business mismanagement.

The Confidentiality Policy WILL be breached when there is a risk or serious harm to an individual, including Child Protection issues. In the circumstance of significant risk to a child the Safeguarding Officer will inform the appropriate agencies or authorities (including the Police), depending on the details of the situation.

Everybody has the right to privacy and safety.