

Woodventurers Data Protection and Confidentiality Policy

Woodventurers is committed to providing a safe environment for adults, young people and employees. Woodventurers recognises that trust is essential for creating a therapeutic environment and is the foundation for all relationships within the organisation and between schools and attendees. Maintaining confidences is an integral part of building trust between our service users, our workers and the organisation and will be respected at all times, apart from where it conflicts with reporting child protection concerns.

In addition, the Data Protection Act places an obligation on all organisations to implement the 8 guiding principles when obtaining, handling and storing personal information.

Woodventurers therefore states:

Attendees

- Woodventurers is committed to ensuring that attendees are able to share information with workers within the organisation in a confidential manner.
- Attendees can expect that any information they give to a worker is treated as sensitive and confidential and will not be shared UNLESS:
 - The worker believes that a young person is in danger or is being harmed. In this case the confidante will be told that the information has to be shared with the appropriate agencies and encouraged to agree with this.
 - An attendee discloses that they are involved, or plan to become involved in acts of terrorism.

Workers

- All workers at Woodventurers are expected to uphold the organisations commitment to confidentiality. This means that all workers are expected to:
 - Keep records, files and documents stored in a safe and secure manner
 - Not discuss any information given by an attendee or delegate in confidence, unless they have a child protection concern or permission has been given.

- Tell attendees and delegates when information cannot be kept confidential (ie. a child protection concern)
- Encourage delegates and attendees to talk to other relevant professionals where they feel it would be in the persons interests
- Workers can expect that the organisation will:
 - Provide them with a suitable means for storing confidential documents
 - Ensure that their own information (e.g. medical or emergency contact information) is stored securely, is kept confidential and only seen by colleagues in relation to their role.
 - Safely destroy personal information when the worker ceases to work for the organisation.
 - Take disciplinary action where the Confidentiality Policy is not upheld (unless due to child protection concerns or a court order has been issued).

Parents/Guardians who are not attending an event or course

- Parents/Guardians of young people attending can expect that the information they provide (e.g. medical information, contact information) will:
 - Be kept in a secure, confidential manner and only used for the purpose provided (i.e. to safeguard the health and wellbeing of the young person)
 - Enable the organisation to ensure that parents receive information that is necessary e.g. newsletters, letters and emails regarding information about their child/children.
 - Not be sold
 - Will not be shown to other organisations without prior consent.

Policy written by Nicki Proietti

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