



Harriston Village Hall CIO

## Confidentiality Policy

**Trustees/Committee members and volunteers of Harriston Village Hall CIO will in the course of their duties, have access to a considerable amount of personal information relating to children and parents. It is expected that all understand the importance of treating information in a discreet and confidential manner. In particular the following procedure should be adhered to:**

1. **(a)** Written records and correspondence must be kept secure at all times when not being used by a member of staff.  
**(b)** When the time comes for destruction of records this should be undertaken with care.
2. Any information regarding a child must not be disclosed, either orally or in writing, to unauthorised persons. It is important that staff carry out procedures to ensure the authenticity of telephone enquires when not sure of their identity.
3. Conversations relating to confidential matters should not take place in situations where they may be heard by passers-by, either at the workplace e.g. in corridors, reception areas, lifts or elsewhere, such as public houses or restaurants.
4. The same confidentiality must also be preserved in dealing with matters relating to staff / volunteers. Respect for the privacy of parents should be treated with equal confidentiality.
- 5 It is expected that all staff understand the importance of treating Information in a discreet and confidential manner. Documentation regarding children, staff or volunteers should not be taken without the knowledge of the Co-ordinator. Any potentially sensitive information regarding Harriston Youth Club must not be disclosed to unauthorised persons.
6. Each of us have the right to expect information of a personal nature be kept confidential. In return we have a duty to respect the rights of others. Any allegation of a breach of this policy that is brought to the attention of the Co-ordinator will be considered a serious matter and investigated accordingly.