



CONFIDENTIALITY POLICY

INTRODUCTION

This policy is applicable to all staff employed by Blackdown Support Group and to all volunteers and trustees who access, possess or handle confidential information about individuals.

CONFIDENTIALITY POLICY

- All information about clients held by Blackdown Support Group is strictly confidential.
- Be aware that careless talk can lead to a breach of confidentiality – discuss your work only with the Co-ordinator, preferably in private.
- Always keep confidential documents away from prying eyes.
- Verbal reporting should be carried out in private. If this is not possible, it should be delivered in a volume such that it can only be heard by those for whom it is intended.
- When asking for confidential information in circumstances where the conversation can be overheard by others conduct the interview in as quiet and discreet a manner as possible and preferably find somewhere private for the discussion.
- Do not disclose personal information learnt in the course of your work.

DATA PROTECTION

The BSG is registered under the Data Protection Act (DPA) with the Information Commissioner's Office (ICO). It is important that Blackdown Support Group adheres to the principles of the DPA and applies best practice for managing information.

Everyone responsible for using data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly and lawfully,
- used for limited, specifically stated purposes,
- used in a way that is adequate, relevant and not excessive,
- accurate,
- kept for no longer than is absolutely necessary,
- handled according to people's data protection rights,
- kept safe and secure,

- not transferred outside the European Economic Area without adequate protection.

Review Date: December 2016

Approved by Committee on: 14 February 2017

Signed by Chairman: Sarah Folland

Next Review Date: