



Policy & Procedures Portfolio

The Eddystone Trust

PERSONNEL:

Confidentiality Policy

Version No: 3

Notice to staff using a paper copy of this guidance

The Policies and Procedures Portfolio Folder of the shared drive holds the most recent and approved version of this guidance. Staff must ensure they are using the most recent guidance.

Policy Details and Purpose

Title	Confidentiality Policy
Subject	The Management of the Confidentiality Policy
Summary	<p>This policy provides instruction and guidance on the management of the confidentiality policy to all staff employed by The Eddystone Trust.</p> <p>The Director, Operations Manager, All Team Leaders throughout the organisation are required to instigate action to ensure the successful implementation of the policy within their area(s) of control.</p>
Job Title of Person / People Responsible for Review	<p>Mags Davies – Director</p> <p>Maureen Bromage - Operations Manager</p>

Review History

Version No.	Type of Change	Date	Originator of Change	Description of Change
1	New Document	May 2006	Mike Taylor	New document
2	Review	February 2008	Marcy Fisher	Review
3	Review	March 2011	Maureen Bromage	Review

Contents

Section	Content	Page No
	The Eddystone Trust Confidentiality Policy	3
	Confidentiality Contract	4

The Eddystone Trust Confidentiality Policy

Confidentiality entails protecting people's privacy, ensuring that information about anyone is not shared other than in specific circumstances. Within a service-providing organisation it ensures any information regarding to clients, service users or staff is only shared when strictly relevant, necessary and appropriate.

At The Eddystone Trust, confidentiality operates under strict rules. This means any information relating to:

- the affairs of the Trust;
- clients who use the services of the Trust;
- Staff / Sessional Workers / volunteers / Trustees of the Trust;
- visitors to the Trust's premises;

Is **STRICTLY CONFIDENTIAL**.

Therefore no information may be disclosed to anyone outside the agency without the person whom the information concerns freely giving their prior consent.

Particularly, information regarding anyone's: **antibody status or treatment; sexuality or sexual orientation; name, address or telephone number; political, religious or social affiliations; employment or financial status;** should not be mentioned off The Eddystone Trust's premises or to anyone not a member of Eddystone without the individual's free and prior consent.

Further, when information is passed within the Trust it will be only to those for whom that information is necessary and relevant in terms of service provision or supervision. When a worker supporting a client needs to liaise with another professional, for instance, the situation is explained to the client beforehand, the client then, if willing, signing a standard disclosure form.

The one and only exception to the above is when the issue of harm to self or others arises, in which circumstances Eddystone will act always within the law and aim to best protect and promote good health. *(This means that in certain circumstances it may be necessary for Eddystone to alert the Police or Social Services to a particular issue. See Child protection and protection of vulnerable adult's guidance.)* The Director will, in consultation with relevant members of staff, make the decision if Eddystone needs to alert the Police or Social Services.

In order that **CONFIDENTIALITY** is maintained to the highest degree it is useful to cultivate the habit of not talking about anyone.

Any breach of Confidentiality is seen as Gross Misconduct and will result in an investigation and/or that person(s) being disciplined. *(See Staff Disciplinary Procedure)*

Confidentiality Contract

I, (name)

of, (address)

.....
agree to abide by the Eddystone Confidentiality policy.

Signature Date

Witness Date