

WORCESTERSHIRE PARENT AND CARERS' COMMUNITY

CONFIDENTIALITY POLICY

Confidentiality is important to us at Worcestershire Parent and Carers' Community (WPCC) but if we are made aware that a child or young person is at risk of harm, we have a responsibility to share this information with the appropriate agency. This is because we believe that the protection of a child or young person is the most important thing.

Some personal information is provided on the membership form. This will be kept in a secure place and is available only to members of the team. No staff member or volunteer should disclose the address, telephone number or email address of members, staff or volunteers to a third party unless given permission to do so.

The primary purpose of WPCC is to support the whole family. Any sharing of information would only take place, therefore, in order to support the family.

Staff and volunteers, including trustees, must never gossip about any child, young person or their family with anybody. Particular care must be taken in informal settings, when on outside visits and on social networking sites.

Volunteers, including trustees, and staff will sign an undertaking that they agree to abide by this policy. Action will be taken if there is a breach of confidentiality.

This policy should be read in conjunction with our Data Protection Policy.

This policy will be reviewed every year.

Reviewed May 2019 (BM/AD)