

HCC Confidentiality Policy



Policy Statement

1. It is Huntingdonshire Community Church's legal duty to protect the right to privacy of each child, family, staff member, volunteer, Trustee or anyone who is connected with the Church.
2. Observing confidentiality means not disclosing private or sensitive information to someone else who has no right to it. The information concerned may relate to individuals or to the Church.
3. The issue of confidentiality will be discussed with all new members of staff and volunteers. Volunteers will be expected to sign as agreeing to this policy which will be explained thoroughly by their supervisor or line manager.
4. In the course of its work, the charity acquires personal and private information on:
 - Individuals – our members, children and families so that staff and volunteers can provide an appropriate service
 - Employees and Volunteers – so that the Church can fulfil the duties and obligations of an employer
 - Trustees – to satisfy legal requirements laid down by the Charity Commission

These groups have a right to confidentiality in their dealings with the charity, and breach of confidentiality may not only result in breaking the law, but a breakdown of trust, which would undermine good relationships.

Charity Issues

5. The Church holds other private information as we conduct ourselves as a charity. This may include:
 - Details of the Church's finances and budgeting
 - The Church's policies and procedures
 - Records of Trustees' meetings, etc.
6. Within the Church, confidential information is shared only on a "need to know" basis, to enable staff, volunteers and Trustees to fulfil their responsibilities.
7. From time to time the need arises for information to be shared with other agencies, for example:
 - Safeguarding of children
 - Safeguarding of adults
 - Potentially with partnerships or other professionals

This will normally only be done with the knowledge and consent of the individuals concerned. Any information sharing should always be done on the basis that we can explain/justify/substantiate any facts or views with the service user, as well as any other agency. This does not mean that we and the service user will always agree on all issues.

8. In situations concerning the safeguarding of children and vulnerable adults, or where there may be other legal overrides (eg In connection with terrorism or other criminal activities), the knowledge and consent of the individuals may be precluded to ensure the safety of a child or vulnerable adult or the integrity of an investigation.

9. To breach confidentiality is serious and can result in disciplinary and sometimes legal action.

10. If you are in doubt about whether or not something is confidential, and whether or not it can be disclosed, please ask your line manager or the Senior Leader before doing so.

Agreement of Volunteer

I will abide by HCC's Confidentiality Policy

Signed

Name

Date