

## Confidentiality

In the course of your work with the multi-professional team working within the Sunshine Centre, staff and volunteers have access to information about clients, which is not in the public domain. Care is required in the use of this information. Staff and volunteers must not disclose such information, particularly where it may be prejudicial to the client, to other agencies or individuals outside of The Sunshine Centre. Permission should be gained from the Sunshine Centre Management and/or the client concerned prior to any disclosure (see Child Protection policy).

Any information relating to parents/carers/staff/volunteers/children acquired in the course of duty must be treated in the strictest of confidence and discussed only within the Centre or with appropriate members of staff, i.e. the Centre Manager.

- The Centres cameras, flip videos, memory cards and USB sticks are not to be taken off site unless authorized by senior management.
- Uploading of the centres pictures and videos must only be carried out on the centres computers/printers.
- Photographs/videos of parent/carers, children, staff and volunteers must not be taken out of the centre unless for official Sunshine Centre promotional work, and with written authorisation.
- Only centre cameras, flip videos, phone cameras, memory cards, USB sticks are to be used with centre work.

The multi-professional team working within the Sunshine Centre and volunteers are expected to safeguard information of a private or sensitive nature. This includes information in written form or stored electronically. The duties imposed by the Data Protection Act must be observed. Staff and volunteers are also urged to be discreet in the release of information to partners/friends/associates. Information obtained in the course of employment must not be used for personal gain or benefit.

The main Sunshine Centre site is on a shared site and this may result in staff and volunteers gaining information about the identity and business of the client, such knowledge and information is to be treated as completely confidential.

All information that:-

- Is or has been acquired during or in the course of employment, or has otherwise been acquired in confidence,
- Relates particularly to our organisation, or that of other persons or bodies with whom we have dealings of any sort, and
- Has not been made public by, or with our authority

Shall be confidential, and (save in the course of Sunshine Centre's business or as required by law) shall not at any time, whether before or after termination of employment, be disclosed to any person without prior written authorisation.

All documentary or other material containing confidential information in your possession must be returned to The Sunshine Centre prior to your termination of employment.

Other policies relating to this:

- Data protection
- Information technology policy
- Secure storage, handling, use, retention, and disposal of disclosures and disclosure information
- Telephone procedures

Signed.....

Date.....

Name.....

Position/Agency.....