

## Confidentiality Policy

### Version History

| Version  | Date Approved | Approved by         | Brief Description of Changes              |
|----------|---------------|---------------------|---|
| Original | Sept 18       |                     |   |
| 2025/1   | September 25  | Board of Management | Added onto new template and annual review |

### Policy Owner

Head of Children and Young People

### Purpose and Scope

YMCA East Surrey ensures that parents/carers and children can share information with us and be confident that information shared will only be used for the benefit of the child or young person.

We make sure that any information shared is done so whilst respecting the privacy of children and their parents/carers.

### Definitions

- ▶ GDPR - UK General Data Protection Regulation

### Relevant Legislation or Governance Requirements

- ▶ Data Protection Act 2018

### Related Policies and Procedures

- Safeguarding Children Policy
- Safeguarding Adults Policy
- GDPR Policy

### Policy Requirements

Each child attending Children and Young People’s activities completes registration details and if appropriate an individual care plan – all of which are stored securely and are accessed by authorised staff. During an outing the child’s information will be carried securely

Senior CYP Managers are responsible for ensuring that when children and young people register with their service area that appropriate parental / carer consent is gained. Due regard is also taken for Safeguarding and GDPR policies when considering confidentiality and information sharing.

At induction and through training staff are made aware that when they are discussing a child / young person, confidentiality should take priority unless there is a serious safeguarding issue. Personal information will only be shared without permission where there is a serious safeguarding issue and when someone may be put at risk of harm if information is not shared.

## **Roles and Responsibilities**

Monitor: Head of Children & Young People

Approve: Board of Management

Endorse: Children & Young People Advisory Group

Propose: CEO

Draft and review: CYP Quality and Insights Manager

## **Implementation and review**

*This Policy is reviewed annually and rolled out on Healthbox and SharePoint.*