

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
2026/1	September 25	Board of Management	Yearly review and updates

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/ young people and their parents/carers whilst also safeguarding Children and Young people

Definitions

- ▶ GDPR - UK General Data Protection Regulation

Relevant Legislation or Governance Requirements

- ▶ Data Protection Act 2018
- ▶ Working together to Safeguard Children 2026

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 serious 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 Childcare and Children's Activity Manager

Implementation and review

This Policy is reviewed annually and disseminated to staff on HealthboxHR and SharePoint.