Confidentiality Policy

1. We the committee need to protect the information we hold & discuss about ourselves and others.

2. The committee must seek to protect any information we hold about other members and other carers and control what we do with this information.

3. All committee members are responsible for ensuring personal information of any nature is handled correctly meaning only discussed and passed on to those authorised to have it.

4. Anything discussed during committee meetings or whilst carrying out committee duties associated to the committed, should not be passed on to third parties without permission from the appropriate person/s.

5. We the committee need to control what we do with information that we discuss or receive from others (this includes information from various Social Services departments, carers, etc.)

6. Committee members must be aware of who the information is being passed onto i.e. are they authorised to have it? Information should not be seen or used by anyone who is not authorised to see it or hear it.

7. Committee members should be aware to whom they are sharing information with.

8. Committee members should be aware that they may need to seek permission from the person/s who gave the information to them/us before it can be passed on/discussed.

9. Committee members should not knowingly pass on information that may cause harm to us (as individually or as committee) or others. Unless it equates to protecting those we care for e.g. children/young people.

10. Any information relating to children or parents/foster carers should not be shared with third party, agencies or other outside the committee unless the authenticity of the information and authenticity of the agencies/company/organisation/person can be proved.

11. Information should only be used for the purposes for which it was collected e.g. if committed related then should not be discussed else where.