



Confidentiality Policy

Confidentiality involves keeping sensitive data which you may be told about people or the organisation private unless there is a need to pass on this information (see conditions where this may apply below).

The fact that a person has contacted, sought help from or is involved with Reaching People in whatever way (such as offering to be a Volunteer or placement student) along with personal and sensitive data they have communicated (and everything they may learn whilst being involved) is confidential on a need-to-know basis within the organisation.

When volunteers, placement students or employees start their work at Reaching People, they must follow this confidentiality policy and will be asked to sign the confidentiality agreement clause below. Failure to sign this agreement will result in the person not being able to be involved in the activities of Reaching People. Copies of the confidentiality policy and agreement will be given to new employees or volunteers at the earliest opportunity.

Exceptions to this would be:

- When a person has given express permission for all or a specific part of this information to be communicated to someone outside the organisation.
- When service users, paid staff, volunteers or the organisation itself are considered to be "at risk". (see Vulnerable Adult and Child protection Policy)

A Reaching People volunteer, placement student or employee is not permitted to accept confidences (keep secrets) particularly if a condition is made that not even their manager at Reaching People may be informed.

Any breach of this policy will be regarded as a serious disciplinary offence that could directly result in dismissal of the employee or volunteer.

Confidentiality Agreement

I fully understand that any breach of the above confidentiality policy will be regarded as a serious disciplinary offence and could result in my dismissal.

I understand that I must not keep secrets or accept confidences that may result in a child/vulnerable adults being put at risk

I declare that the above has either been personally read by me or has been read/explained to me by someone else, which I fully understand and accept.

Signature _____

Date _____

Name (BLOCK CAPITALS) _____

Document Control

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