

Gilberdyke Youth Project Confidentiality and Data Protection Policy

Gilberdyke Youth Project is committed to providing a safe environment for young people and volunteers. Gilberdyke Youth Project recognises that trust is essential for good youth work and is the foundation for all relationships. Maintaining confidences is an integral part of building trust between young people and the organisation and will be respected at all times, apart from where it conflicts with reporting child protection concerns.

Data protection principles

All personal data obtained and held by the Council through Gilberdyke Youth Project will:

- be processed fairly, lawfully and in a transparent manner
- be collected for specific, explicit, and legitimate purposes
- be adequate, relevant and limited to what is necessary for the purposes of processing
- be kept accurate and up to date. Every reasonable effort will be made to ensure that inaccurate data is rectified or erased without delay
- not be kept for longer than is necessary for its given purpose
- be processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- comply with the relevant data protection procedures for international transferring of personal data.

In addition, personal data will be processed in recognition of an individuals' data protection rights, as follows:

- the right to be informed
- the right of access
- the right for any inaccuracies to be corrected (rectification)
- the right to have information deleted (erasure)
- the right to restrict the processing of the data
- the right to portability
- the right to object to the inclusion of any information
- the right to regulate any automated decision-making and profiling of personal data.

Young People

- Gilberdyke Youth Project is committed to ensuring that young people are able to share information with youth workers in a confidential manner.
- Young people can expect that any information they give to a worker is treated as sensitive and confidential and will not be shared unless:
 - i) The worker believes that the young person, or another young person, is in danger or is being harmed. In this case the young person will be told that the information has to be shared with the appropriate agencies and encouraged to agree with this.
 - ii) The young person discloses that they are involved, or plan to become involved in acts of terrorism.

Employees

All employees are expected to uphold the organisation's commitment to confidentiality. This means that Youth Project workers are expected to:

- Keep records, files and documents stored in a safe and secure manner
- Not discuss any information given by a young person in confidence, unless they have a child protection concern or the young person gives their permission
- Tell a young person when information cannot be kept confidential (ie. a child protection concern)
- Encourage a young person to talk to other people (e.g. parents or guardians) or professionals where they feel it would be in the young person's interest

Workers can expect that the Parish Council will:

- Provide them with a suitable means for storing confidential documents
- Ensure that their own information (e.g. medical or emergency contact information, information contained in their PVG Scheme Record) is stored securely, is kept confidential and only seen by colleagues in relation to their role
- Safely destroy personal information when the worker ceases to work for the organisation
- Take disciplinary action where the Confidentiality Policy is not upheld (unless due to child protection concerns or a court order has been issued)

The Data Protection of Staff Records Policy contains further information in relation to employees.

Parent(s)/Guardian(s)/Carer(s)

Parent(s)/guardian(s)/carer(s) of young people attending Gilberdyke Youth Project can expect that the information they provide (e.g. medical information, contact information) will:

- Be kept in a secure, confidential manner and only used for the purpose provided (i.e. to safeguard the health and wellbeing of the young person)
- Enable the club to ensure that parents receive information from the club that is necessary e.g. newsletters, letters and emails regarding information about upcoming events, fundraising activities, and club activities.
- Not be sold
- Will not shown to organisations without prior consent.