



PROUT BRIDGE PROJECT CONFIDENTIALITY POLICY

CREATED 02/08/22

REVIEWED 9th January 2024

Date for Review: 31/01/25

Policy statement

The Management Committee and Trustees of **the Prout Bridge Project** believe that the welfare of a young people and Adults is paramount and that both workers and young people have a right to expect personal information to be treated as confidential and kept secure. Breaches of confidentiality are treated seriously. However, in certain circumstances, information received in confidence may need to be shared with the appropriate authority to ensure best care for the individual.

Information will always be treated with the utmost confidence and not divulged outside apart from the exceptions that follow, which may be shared on a “need to know” basis in the following circumstances:

- If the young person is under 18 and physical, sexual or emotional abuse is suspected
- If a young person under 18 reports or alleges abuse
- If the life of the young person or adult is at risk
- If information is revealed about criminal activity
- If a young person or adult could cause harm to themselves or others
- If a club leader has reasonable cause to believe a young person or adult is suffering or likely to suffer significant harm

Personal data relating to adults and young people should be kept secure. This means information relating to an individual from which they can be identified.

The Data Protection Act says information should be kept for ‘no longer than is necessary’. If an adult or young person leaves the Prout Bridge Project, all records relating to him/her will be kept for a minimum of 6 months and then destroyed.

The Management Committee and Trustees will make sure its policy meets the requirements of the Data Protection Act, Rehabilitation of Offenders Act and Children’s’ Acts.

Staff will be made aware of the policy at induction and understand they are bound by confidentiality.

Both volunteer staff and the management committee will not discuss a young person or adult with anyone who does not work in the club.