

# **CONFIDENTIALITY POLICY**

## **Gyffin Community Centre's**

**Gyffin Community Centre  
Henryd Road  
Gyffin  
Conwy  
LL32 8HW**

**December 2009**

# CONFIDENTIALITY POLICY

As a group we work with vulnerable adults/children/young people and their families.

This work might sometimes bring us into contact with confidential information.

To ensure that those who use our services can do with confidence, confidentiality will be respected in the following ways.

- Staff/volunteers should not discuss individual vulnerable adults/children/young people, other than for necessary purposes, with anyone other than the workers involved within the discussion and the line- manager.
- Information given by parents/carers to members of staff/volunteers should not be passed to other adults without permission
- Any anxieties/evidence relating to a vulnerable adult/child/young persons personal safety should be kept in a confidential file and should only be shared with the workers involved within the process and the line- manager.
- The Area Child Protection Guidelines will be followed in such cases.
- Issues to do with the recruitment of staff/volunteers should remain confidential to the people directly involved with making personnel decisions.
- Individual issues among staff/volunteers, that cannot be resolved among those involved, must be brought to the attention of the Volunteer supervisor and not discussed amongst the team.

Failure to comply with Confidentiality Policy could result in an investigation which may lead to disciplinary action, termination of employment, prohibition from entering or hiring faculties at the centre (as appropriate).

**Signed**..... **Date**.....

**Print Name**..... **Position**.....