



ST WERBURGHES COMMUNITY ASSOCIATION CONFIDENTIALITY & INFORMATION SHARING POLICY

St Werburghs Community Association (SWCA) is committed to providing a confidential service to its users. SWCA does not sell, rent or trade contact lists with other companies and businesses for marketing purposes. No information given to SWCA will be shared with any other organisation or individual without the user's expressed permission.

For the purpose of this policy, confidentiality relates to the transmission of personal, sensitive or identifiable information about individuals or organisations (confidential information), which comes into the possession of SWCA through its work.

SWCA holds personal data about its staff, users, members etc. which will only be used for the purposes for which it was gathered and will not be disclosed to anyone outside of the organisation without prior permission.

All personal data will be dealt with sensitively and in the strictest confidence internally and externally. Staff and volunteers will regard all information they have access to as confidential unless advised otherwise.

Purpose

The purpose of the Confidentiality & Information Policy is to ensure that all staff, volunteers, members and users understand SWCA's requirements in relation to the disclosure of personal data and confidential information.

Principles

All personal paper-based and electronic data will be processed in accordance with the stated principles of the Data Protection Act 2018 (UK implementation of GDPR) and must be secured against unauthorised access, accidental disclosure, loss or destruction.

- All data will be obtained & processed lawfully, fairly and with transparency
- Data will be collected for specified, explicit and legitimate purposes
- Data will be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- All data should be accurate and where necessary kept up to date
- Data will be stored for no longer than is necessary for the purposes for which the personal data are processed

- Data will be processed in a manner that ensures appropriate security of the personal data
- SWCA shall be responsible for, and be able to demonstrate compliance with, the 6 principles outlined above

If you require more detail on any of the above please contact the office.

Statistical Recording

SWCA is committed to effective statistical recording of the use of its services in order to monitor usage and performance.

All statistical records given to third parties, such as to support funding applications or monitoring reports for the local authority shall be produced in anonymous form, so individuals cannot be recognised.

Types of Data Collected

SWCA collects data including personal information such as name, address and other contact details from mailing lists, application forms, booking information and membership forms. The information collected is used in order for us to keep in touch regarding activities at the centre, your bookings etc., to meet our legal obligations with Charities Commission and other bodies, to ensure the safety of centre users and to meet our monitoring obligations with funders.

Records

All paper records are kept in locked filing cabinets. Electronic data is kept on a secure server with individual password access.

Access to Personal Information

Everyone whose data is held by SWCA is entitled to view, amend or delete the personal information that we hold. (unless eg for staff, the data is held for legal, contractual or safety reasons). To access this information please contact the Data Protection Officer or Centre Director.

Breaches of Confidentiality

SWCA recognises that occasions may arise where individual workers feel they need to breach confidentiality. Confidential or sensitive information relating to an individual may be divulged where there is risk of danger to the individual, a volunteer or employee, or the public at large, or where it is against the law to withhold it. In these circumstances, information may be divulged to external agencies e.g. police or social services on a need to know basis.

Where a worker feels confidentiality should be breached the following steps will be taken:

- The worker should raise the matter immediately with the Centre Director &/or Data Protection Officer.
- The worker must discuss with issues involved in the case and explain why they feel confidentiality should be breached and what would be achieved by breaching confidentiality. This discussion will be recorded in writing and stored securely.
- If a decision is made that confidentiality is to be breached then the Chair of the Management Committee shall be consulted. The Chair will be briefed on the full facts of the case, ensuring there is no breach of confidentiality in doing so. The Chair will have final authorisation to breach confidentiality.

Legislative Framework

SWCA will monitor this policy to ensure it meets statutory and legal requirements including the Data Protection Act, Children's Act, Rehabilitation of Offenders Act and Prevention of Terrorism Act. Staff training on the policy will include these aspects.

Ensuring the Effectiveness of the Policy

All Management Committee members will receive a copy of the confidentiality & information sharing policy. Existing and new workers will be introduced to the confidentiality & information sharing policy via induction and training. The policy will be reviewed annually and amendments will be proposed and agreed by the Management Committee.

Non-adherence

Breaches of this policy will be dealt with under the Grievance and/or Disciplinary procedures as appropriate.

All staff are expected to adhere to the terms of this policy even after the cessation of employment/term of office.

Policy agreed by the Management Committee on 24th October 2018

Reviewed by Centre Director on 10th January 2019

Next Review Date: 10th January 2020

to be updated on the website



2010



2013



2016

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