



## **Confidentiality**

Staff are required to treat as confidential, and therefore not to be discussed with any person outside the organisation, all matters pertaining to PopSOC. This includes its organisation, internal procedures and finance. Publicity material is not treated as confidential.

Any information regarding parents or carers and children who use PopSOC must be treated as confidential. Care must be taken to ensure that no information regarding an individual's personal circumstances, or financial status, is relayed to other persons.. This includes other parents who may use the setting.

Should staff receive a request for information from a person outside of PopSOC that could result in a breach of confidentiality, that person should be referred to the Management Committee. Any media enquiries should also be referred to the Management Committee.

Should circumstances require a breach of confidentiality, for example in the case of suspected abuse of a child, the matter must be referred to the Management Committee.

Should a member of staff breach the Policy on confidentiality they should immediately inform the Manager so that any action required may be taken. Consideration may have to be given as to whether disciplinary procedures should be instigated.

All PopSOC records for long-term storage will be kept securely. A shredder will be used to destroy all records that are no longer required.

PopSOC will ensure that it complies with the registration and regulations of the Data Protection Act.

When a member of staff leaves PopSOC, the Confidentiality Agreement will remain valid. A copy of this Agreement will be kept in the employee's Personal File.

In the interests of both staff and committee we require staff to inform the Manager before they engage in any activities, paid or voluntary, which might infringe on their responsibilities at work. The Manager will be able to advise them as to whether they see a potential conflict of interest.

Policy written February 2009

Policy reviewed March 2010