



A Helping Hand to Asylum Seekers & Refugees

## **Burslem Jubilee Project Confidentiality Policy**

### **Introduction And Scope Of Policy**

This policy applies to all staff and volunteers of BJP. The data covered by the confidentiality policy includes:

- Information about the organisation, for example, its plans or finances.
- Information about other organisations.
- Information about individuals, for example, clients, volunteers and staff whether recorded electronically or in paper form.

All staff, volunteers and others engaged in the business of BJP must respect the need for confidentiality of information held about anyone who comes into contact with the charity, and about any charity business. This is expected to continue even when contact has ceased with this person, and when the volunteer or staff member no longer works for BJP.

### **Information About Individuals**

BJP is committed to ensuring confidential services to all individuals. The confidentiality is between the individual and the organisation, not the members of staff delivering a particular service.

Confidential information will not be sought from a client unless expressly in the interests of that client, i.e. to enable a better service delivery.

Information will only be passed to another agency or to other individuals outside of the organisation with the consent of the client, where possible this will be with written consent. If a member of staff or volunteer intends to get information from another agency to help the client or to refer them to another agency, then this must be explained to the client and their permission given.

No personal information about staff, volunteers or clients will be given to any third party including a member of their family, without the consent of the client. Information will only be divulged on a “need to know” basis.

Information will be treated in confidence and will not be divulged to anyone outside the organisation except where extenuating circumstances exist (see below). However, in order that we can provide the best possible help to our clients it may be necessary to share information with a manager or colleagues within BJP.

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All customers and clients are entitled to privacy and will be made aware that they can specifically request to be seen in private.

In no circumstances should details of a client be discussed by anyone outside of the organisation or in an open plan area in such a manner that it is possible to identify the client.

Staff and volunteers should take due care and attention when speaking to clients and using the telephone. No client should be able to hear a conversation or personal details of another service user.

### **Use Of Client Information For Publicity, Reporting Or Training Purposes**

BJP does need to be able to give information where appropriate about the impact of our services.

If one of our services has an outcome which would provide useful material for publicity, reporting or training purposes, then wherever possible the permission of the client will be sought in writing before the story is told to anyone else. If permission cannot be obtained then any details that would enable identification of the client to be made will be changed.

### **Limits To Client Confidentiality**

In certain circumstances, BJP reserves the right to break confidentiality should this be deemed necessary. These circumstances include:

- If a member of staff believes that a client could cause danger to themselves or to others.
- If a member of staff suspects abuse or has knowledge of abuse.
- If the client gives information which indicates that a crime has been committed.
- If disclosure is required by law, for example, by the police.
- If a person is felt to lack the mental capacity to make a decision. In such cases staff or volunteers will discuss with a member of the trustees and they will only act in the client's best interest
- If the client gives information which indicates a possible terrorist threat

The decision on whether to break confidentiality will be decided on a case by case basis and always in conjunction with a member of the trustees.

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### **Access To Data And Recording Information**

This Policy operates on a “need to know” basis and apart from staff and volunteers in the office of BJP; no-one will have access to client or organisational information unless it is relevant to the service or their work.

All clients and customers have the right to request access to all information stored about them, and have a right to see a copy of this confidentiality policy on request.

If any party concerned has a sensory or physical impairment, efforts should be made to ensure that all aspects of this policy and exchanges between parties are understood.

All manual and electronic information will be held securely and confidentially.

### **Evaluation And Monitoring**

All staff and volunteers will be given a copy of the policy when they join BJP. BJP will ensure that all staff and volunteers are trained in the application of this policy.

### **Sanctions And Breach Of Policy**

Where it is believed that an employee has failed to comply with this policy, they will face the charity’s disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

If a volunteer is found to have breached the confidentiality policy then they may have their volunteering with BJP finished.

Where an employee or volunteer is aware of or suspects a breach of this policy this must be reported to the trustees for investigation.

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