

Confidentiality Policy

The purpose of this Confidentiality Policy is to lay down the principles that must be observed by all staff who work for The Changist, and who have access to person-identifiable information or confidential information.

All staff need to be aware of their responsibilities for safeguarding confidentiality and preserving information security. All staff are bound by a legal duty of confidence to protect personal information they may come into contact with during the course of their work. This is not just a requirement of their contractual responsibilities but also a requirement within the common law duty of confidence and data protection legislation – the European General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA2018).

Person-identifiable information is anything that contains the means to identify a person, e.g. name, address, postcode, date of birth, ULN number and must not be stored on removable media unless it is encrypted as per current Data Protection policy.

Scope

All staff must ensure that the following principles are adhered to:

- Person-identifiable or confidential information must be effectively protected against improper disclosure when it is received, stored, transmitted or disposed of.
- Access to person-identifiable or confidential information must be on a need-to-know basis.
- Disclosure of person identifiable or confidential information must be limited to that purpose for which it is required.
- Recipients of disclosed information must respect that it is given to them in confidence.
- If the decision is taken to disclose information, that decision must be justified and documented.
- Any concerns about disclosure of information must be discussed with Head of Centre

Managing information

There will be times when staff may need to work from another location or whilst travelling. This means that these staff may need to carry information with them which could be confidential in nature e.g. on a laptop, USB stick or paper documents.

To ensure safety of confidential information staff must keep it on their person at all times whilst travelling and ensure that they are kept in a secure place if they take them home or to another location. Confidential information such as exam papers must be kept in lockable locations.

Confidential information should be kept out of sight whilst being transported. If staff need to take information home, such as work to assess which cannot be complete on-line, they have personal responsibility to ensure the information is kept secure and confidential.

When staff are undertaking observations, for example live call in a contact centre, they must anonymise their report and write notes in such a way that callers cannot be identified.

Reporting a Concern

If staff have a concern or wish to query any element of their work which is or could be confidential, they should raise this with the Head of Centre, Carol Pearce at the earliest opportunity.

Head of Centre will determine the appropriate action and if necessary raise an enquiry with SFJ Awards for clarification. And/or review.

Signed C M Pearce

Dated 28th July 2023

Review date July 30th 2024