

## **CONFIDENTIALITY STATEMENT**

### **General**

Inclusion Hampshire recognises that information handled within the organisation by staff is of vital importance in day-to-day work. To this extent it recognises that there will be times when information passed on and received can be of a sensitive nature. This confidentiality statement is written to protect both the organisation, internally, and those it serves, externally, from a breach.

It is a fundamental policy of Inclusion Hampshire to protect the confidentiality of its staff.

This statement is to be read in conjunction with the Inclusion Hampshire GDPR Policy.

### **Confidentiality of Staff Personal Information**

Inclusion Hampshire will ensure that any personal information held about a staff member shall be kept in a secure lockable cupboard that only Inclusion Hampshire HR Manager and Chief Executive shall have access to.

With the permission of staff members, their telephone numbers may be stored on the contacts list on the computer to enable other staff to arrange extra cover.

Any discussions staff members have during their day to day work shall remain confidential unless otherwise agreed.

Full details to be read in the Inclusion Hampshire Privacy Notice for Staff.

### **Confidentiality of Sensitive Information**

Sensitive personal information is collected and held by Inclusion Hampshire related to service users and their families. This information should be securely stored online or within service user files and only accessed by staff in furtherance of their work.

If another agency or person not directly involved care of service users wishes sight of or a copy of any of this information they must give due cause for so doing. The release of the information will be at the discretion of the Inclusion Hampshire Chief Executive and be subject to the approval of the service manager and with the agreement of the individual to whom it refers.

Any knowledge of the personal details or circumstances of service users and their families learned while working for Inclusion Hampshire, shall remain confidential to Inclusion Hampshire.

Full details to be read in the Inclusion Hampshire Privacy Notice.

## **POLICY IMPLEMENTATION**

The Chief Executive is responsible for ensuring the implementation of this policy and that regular reviews take place.

The DSL is responsible for ensuring updates pertaining to safeguarding are passed to the Chief Executive to be written into this policy.

All staff have a responsibility to adhere to this policy and will be made aware of this policy as part of their induction, supervision and on-going training.

Failure for staff to act in line with this policy will result in disciplinary action.