



Arun Sunshine Group

For Adults With A Learning Difficulty



Charity Reg: 1114803

Confidentially Policy

Definitions: The organisation means Arun Sunshine Group (ASG).

Records: Under the Data Protection mean any personal information kept either manually or on computer systems concerning members, staff, volunteers, trustees or other individuals in contact with ASG.

Confidentiality: Means respecting completely the privacy of any individual or group that is in contact with ASG and not divulging or discussing any personal or operational information that relates them without first obtaining their express permission to do so. This applies to all situations outside ASG other than described in 3.2b. Within ASG, information will only be shared as is necessary in order to deliver services and safeguard members. \where appropriate, ASG will provide clients with information about the specific policy on confidentiality that relates to them.

1. Who has a duty to maintain confidentiality?

It is a duty of anyone who is privy to or can access information within ASG. This includes: staff (permanent, temporary or work experience), volunteers, trustees and co-opted members of the Board of Trustees.

2. Who do they have a duty to?

They have a duty to each other and to all members, member organisations, funders and any groups or individuals entrusting ASG with organisation or personal information.

3. Specific Policy Areas

3.1. Staff and Volunteers

- a. The content of supervision sessions should remain confidential unless otherwise negotiated between line manager and member of staff.
- b. All personnel records should be kept securely and accessed only by or with the permission of the line manager. Any discussions regarding employment matters are regarded as confidential.
- c. Personal details (e.g. home telephone numbers) will remain confidential unless specific permission to divulge is given.
- d. Staff and volunteers should respect any confidences shared with them by colleagues.

3.2. Members

The personal details of individual members and operational information regarding member groups shall be kept confidential unless:



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- a. Permission to pass information on has been given and that fact recorded
- b. It is deemed there is a risk of danger to a vulnerable adult. (In this instance please refer to ASGs policies on safeguarding adults at risk).

3.3. Board of trustees (Observers or Co Options)

- a. As employers, Board Members have a duty to maintain confidentiality regarding discussions taking place at committee meetings about members of staff (including volunteers).
- b. Board Members have a right to expect that any contribution to discussions will remain confidential unless either their permission has been obtained for specific usage, or there has been a Board decision to allow limited disclosure.
- c. Members and member organisations have a right to expect Trustees to maintain confidentiality regarding their personal details or operational information.

3.4 Record Keeping and Data Protection

- a. Under the General Data Protection Regulations (GDPR 2018) ASG has a duty that all records, both manual and computerised, are kept securely and can only be accessed by those with the necessary authority.
- b. All information recorded either manually or on a computer system should be treated as confidential under the terms of this policy.
- c. Recorded information should not be shared with those outside ASG or between ASGs projects without permission.
- d. Every effort should be made to keep information up to date and deleted if no longer required.
- e. Subjects of recorded data have the right to be informed, upon request, of all the information held about them and to have removed or corrected any inaccurate data about them.

4. If you have any concerns regarding adherence to this policy...

In the first instance you are advised to discuss the matter with the ASG Project Leader. If you do not wish to talk to them or if the initial discussion has not resolved the issue, you should contact the Chair of the Board Trustees, who may ask you to put your comments in writing.

Address: The Chair, Arun Sunshine Group, 2 Beechlands Cottages, Beechland Close, east Preston BN16 1JT.