

Policy for Confidentiality and Data Protection

Policy Statement

As an organisation and community, Bods should be a place where all individuals' right to privacy and confidentiality is respected and upheld, in balance with the responsibility of care that we have for staff and participants and our need to ensure their ultimate health and wellbeing.

Purpose of this policy

To function professionally, Bods need to keep a variety of information about you that is relevant to your visit(s) to us. This information is kept on paper or on computer and is kept securely. It can only be seen by Bods workers who work to an agreed confidentiality agreement.

What sort of information do we keep?

The Data Protection Act 1998 says the information we keep must be 'relevant to the purpose'. This means the information we keep about you is relevant to your visit(s) to Bods. There are two types of information:

- Basic information is the information requested on Bods' Contact and Consent form, and is important for ensuring your health and wellbeing while attending Bods. If you do not want this information shared you should tell the person responsible for bringing you to Bods, who will speak to our workers.
- Additional information, such as records of contact we have had with you will not be shared with anyone outside of Bods unless you give us permission. You are also entitled to a copy of this information at any time.

Exceptional Circumstances

There are times when confidentiality between a young or vulnerable person and a Bods worker may need to be breached and direct action taken in order to ensure a persons health and well being. These circumstances include

- disclosure of abuse of young or vulnerable persons,
- evidence that a young or vulnerable person is at risk of abuse
- when somebody's life is in danger
- when a person is known to have committed, or intends to commit a serious crime involving injury to another
- when Police make inquiries about a serious offence or incident about which Bods have information

Policy adopted on

Policy for review on