



# **Westgate Youth Project**

## **Confidentiality**

### **&**

## **Data Protection Policy**

**April 2021**

The management committee of Westgate Youth Project believes that the welfare of a young person is paramount and that both staff (paid and voluntary) and young people have the right to expect that personal information will be treated as confidential and kept secure. Breaches of confidentiality are treated seriously. However, in certain circumstances, information received in confidence may need to be shared with the appropriate authority to ensure the best care for the individual.

Information will always be treated with the utmost confidence and not divulged outside of the project apart from the exceptions that follow, in which cases information may be shared on a “need to know” basis:

- If the young person is under 18 and physical, sexual or emotional abuse is suspected
- If a young person under 18 reports or alleges abuse
- If the life of the young person or another is at risk
- If information is revealed about criminal activity
- If a young person could cause harm to themselves or others
- If a youth worker has reasonable cause to believe a young person is suffering of likely to suffer significant harm

Personal data relating to staff and young people should be kept secure. This means information relating to an individual from which they can be identified.

### **Confidentiality procedures**

- If a member of staff or young person leaves the project all records relating to them will be kept for 6 years and then destroyed.
- Both staff and the Management Committee will not discuss a young person with anyone who does not work in the project. Unless in the exceptional circumstances listed above)
- Paper files will be stored in a locked secure cabinet
- Any computer files containing personal data will be password protected.

This policy was adopted at the Management Committee meeting on:

.....(date)

On behalf of the Management Committee:

.....(signed)

**This policy will be reviewed annually by the Management Committee.**