



# Kessingland Parish Council

## Kessingland Youth Café

### Confidentiality & Date Protection Policy

#### Introduction

Kessingland Parish Council is committed to providing a safe environment for young people and volunteers. The council recognises that trust is essential for good youth work and is the foundation for all relationships within the Youth Café. Maintaining confidences are an integral part of building trust between young people, volunteers and the council and will be respected at all times, apart from where it conflicts with reporting child protection concerns.

In addition, the Data Protection Act places an obligation on all organisations to implement the 8 guiding principles when obtaining, handling and storing personal information.

#### The Eight Principles of Data Protection

- data is only held for fair and lawful purposes
- data should be specific for its purpose
- data should be adequate and only for what is needed
- data should be accurate and up to date
- data should not be kept longer than needed
- data held should take into account people's rights including the right to be forgotten
- data should be kept safe and secure
- the organisation is accountable for the data it holds

#### Youth Café Information

Kessingland Parish Council therefore states its commitments to the following groups:

##### Young People

Kessingland Parish Council and the Youth Café are committed to ensuring that young people are able to share information with youth workers in a confidential manner.

Young people can expect that any information they give to a worker is treated as sensitive and confidential and will not be shared UNLESS:

- The worker believes that the young person, or another young person, is in danger or is being harmed. In this case the young person will be told that

the information has to be shared with the appropriate agencies and encouraged to agree with this.

- The young person discloses that they are involved, or plan to become involved in acts of terrorism.

## **Parents/Guardians**

Parents/Guardians of young people attending Kessingland Youth Café can expect that the information they provide (e.g. medical information, contact information) will:

- Be kept in a secure, confidential manner and only used for the purpose provided (i.e. to safeguard the health and wellbeing of the young person).
- Enable the club to ensure that parents receive information from the club that is necessary e.g. newsletters, letters and emails regarding information about upcoming events, fundraising activities, and club activities.
- Not be sold.
- Will not be shared with other organisations without prior consent.

## **Volunteers & Youth Club Leaders**

All volunteers and Youth Club Leaders at the Kessingland Youth Café are expected to uphold the organisations commitment to confidentiality. This means that youth workers are expected to:

- Keep records, files and documents stored in a safe and secure manner.
- Not discuss any information given by a young person in confidence, unless they have a child protection concern or the young person gives their permission.
- Tell a young person when information cannot be kept confidential (ie. a child protection concern).
- Encourage a young person to talk to other people (e.g. parents or guardians) or professionals where they feel it would be in the young person's interest.

Workers can expect that the organisation will:

- Provide them with a suitable means for storing confidential documents.
- Ensure that their own information (e.g. personal, training, medical or emergency contact information) is stored securely, is kept confidential and only seen by colleagues in relation to their role.
- Safely destroy personal information when the volunteer ceases to work for the organisation.
- Take reasonable disciplinary action where the Confidentiality Policy is not upheld (unless due to child protection concerns or if a court order has been issued).

## **Review**

Kessingland Parish Council will carry out an annual audit of Youth Café data to ensure that the data held adheres to the eight principles and that all data which should have been disposed of has been done in a secure and confidential way.