



## Confidentiality Policy

### Aims and Scope of the Policy

The aim of this policy is to set out clearly for staff, clients, committee members and external agencies how personal information will be managed by the organisation. Our work will bring us into contact with confidential information and to ensure that all those using and working in the organisation can do so with confidence, we respect confidentiality to be upheld.

1. You must not disclose any confidential information under this contract concerning Turtle CYP, its users or staff except where disclosure is allowed under one of the following:
  - 1.1. when disclosure is allowed under this Confidentiality Policy of Turtle CYP
  - 1.2. when disclosure is expressly requested or allowed by the Manager or a more senior member of staff
  - 1.3. when disclosure is required by law
  - 1.4. when disclosure is made to someone who is a professional counsellor or advising you and is required to enable you to be counselled or advised and the confidentiality of the information will be maintained by your counsellor or advisor
  - 1.5. when disclosure is made to a person or organisation with responsibility for the regulation or monitoring of Turtle CYP.
  - 1.6. when disclosure is made to a Tribunal
  - 1.7. dealing with Child Protection issues.

<b>VERSION CONTROL MATRIX</b>			
<b>Date:</b>	<b>Version:</b>	<b>Effect:</b>	<b>Due for Review</b>
July 2019	V1	July 2019	July 2022
August 2022	V2	August 2022	August 2023
August 2023	V3	August 2023	August 2024
October 2024	V4	October 2024	October 2026

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## 2. Staff:

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2.1 All disclosures must comply with the Data Protection Act 1998, and GDPR. Also see Data Protection & Privacy Policy. In case of doubt, you should seek advice from your Line Manager.

2.2 Before the end of your employment, you will deliver back to Turtle CYP all articles, including documents, audio tapes, computer disks and tapes, video tape, memory sticks and photographs belonging to Turtle CYP which are in your possession, including those made in the course of your employment.

2.3. Confidential information:

2.3.1 Due to the sensitive nature of our work, when working with a close-knit community and staff team, if you are concerned about a conversation that you have overheard, discuss with your manager.

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## 3. Monitoring and Review:

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3.1 The implementation and effectiveness of this policy will be monitored and reviewed by the Director & Trustees.

3.2 This policy will be reviewed at not more than 3-yearly intervals.

3.3 Any comments about this policy should be addressed to the Director.

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