



Confidentiality Policy

Approved: Trustees 23rd January 2020.

Review due: January 2022.

Purpose

The Clockwork Charitable Trust will ensure that its service users, and their parents/carers, can safely share personal information with the Trust and be confident that such information will only ever be shared with third parties for the benefit and safeguarding of the service user.

The Trust recognises that the decision to share any personal information with third parties must be done so with due consideration and respect for the privacy of service users and their parents/carers.

This policy should be read in conjunction with the Trust's Child Protection and Safeguarding Policy; and Data Protection Policy.

Responsibilities and monitoring

Monitor: Chair

Approve: Board of Trustees

Draft and review: Development Officer

Policy and Procedure

Each young adult who uses a service provided by the Clockwork Charitable Trust will be required to complete a registration form, which will ask for some personal information, such as Date of Birth, GP, school, and contact details for both themselves and their parent/carer.

Registration forms will contain a 'Consent and Permissions' section where young adults and/or their parents/carers agree to Clockwork holding the information they have provided, solely for the purposes of the service/services being provided by Clockwork. They will also have the option to provide, or not provide, permission for personal information about the service user to be shared, where appropriate, with other Trust staff or certified volunteers.

The information provided will be held in a personal file, which will be stored securely, and will only be accessible by approved individuals (as per our Data Protection Policy).

Members of staff and volunteers are aware that when they are discussing a service user confidentiality should take priority. Personal information will only be shared with third parties, without seeking permission, where there is a serious safeguarding issue, and when the young adult may be put at risk of harm if information is not shared (please see our Child Protection and Safeguarding Policy).

The Clockwork Charitable Trust

Registered Charity No. 1181923



Working for the mental well-being of young people