



growing points

## Confidentiality Policy

### Handling Information confidentially and safely

#### Principles

Information about individuals, whether on computer or on paper, falls within the scope of the Data Protection Act and must comply with the data protection principles.

These are that personal data must be:

- Obtained and processed fairly and lawfully
- Held only for specified purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept longer than necessary
- Processed in accordance with the Act
- Kept secure and protected
- Not transferred outside of Europe.

#### Sharing Information within Growing Points (GP)

Information on our clients is confidential to GP as an organisation and may be passed to colleagues, trustees or Guardians within GP to ensure the best quality service for our clients.

Care must be taken when sending information by email or by post that we are using the right address at all times and not copying in others unnecessarily.

## **Sharing information outside of Growing Points (GP)**

We will only share information outside of GP when our clients have given their express consent to do this; and they are clear and satisfied with what we are sharing with others.

## **Breaches of confidentiality**

The Director should be informed immediately should this occur so that remedial action can be taken.

## **Review**

The effectiveness of this policy will be reviewed on annual basis by the Board of Trustees under the supervision of the Operation Director.

**Next Review Date: April 2020**