

SUMMERHOUSE

'Supporting Brighter Futures'

Confidentiality Policy

The SUMMERHOUSE Confidentiality Policy will promote the best interests of all children and young people and foster an environment where they are able to express themselves safely.

Our Confidentiality Statement

For Those Accessing SUMMERHOUSE's Services.....

SUMMERHOUSE offers a service for children and young people that is confidential. This means that subject to the exceptions below, nothing learned by SUMMERHOUSE from children or young people using their services will be passed to anyone outside the company, without that young person's permission.

The exceptions to confidentiality are:

- There may be situations when, in order to protect a young person's safety, a SUMMERHOUSE worker may need to share information about that young person, to their school, college or an outside agency.
- There may be times when, in order to protect other peoples' safety, a SUMMERHOUSE worker may need to share information about a young person to their school, college or an outside agency.

In both of the above situations, every effort will be made to discuss the situation with the child or young person concerned and support them through and keep them informed of the process at every stage.

In circumstances where it is necessary for a SUMMERHOUSE worker to directly approach an outside agency, a risk assessment meeting will be held within 2 hours of the concern being discovered. The meeting will comprise of the relevant SUMMERHOUSE worker, a Director and one other relevant body or individual. Its aim will be to establish the level of risk, the necessity to notify statutory bodies and to minimise the level to which the person in question's confidentiality will be compromised.

As SUMMERHOUSE workers deliver the majority of its services within community venues, secondary schools and colleges, it respects the individual confidentiality policies of each establishment it works within. However, we uphold the right to challenge any action that compromises the best interest of those children or young people accessing our services.

For Those Working For SUMMERHOUSE.....

SUMMERHOUSE aims to protect the privacy and confidentiality of its workers through:

- Keeping all information learned from supervision or support sessions confidential to the supervisor and supervisee, unless permission is given by the supervisee.
- The exception to the above is if, because of something the supervisee discloses the supervisor feels that they or another are at significant risk. In this instance it may be necessary to share information outside of SUMMERHOUSE, to protect the best interests of the person perceived as 'at risk'. This will be discussed with the supervisee and they will be fully advised and supported through all stages of the process.

- If, in any working situation a SUMMERHOUSE worker chooses to disclose information of a personally sensitive nature, their right to privacy will be respected as part of this confidentiality policy.

Data Protection In Summary

All personal data that is held by SUMMERHOUSE will be stored in line with the UK General Data Protection Regulation 2021. Personal data relating to children and young people and SUMMERHOUSE workers will be streamlined to a minimum for added security.

Hardcopies of data are stored for 6 years in locked cabinets. After this period, they will be destroyed by incineration or shredding. Access to this data will be supervised at all times by coordinators of the company.

Electronic data will be stored in password protected format and will be retained only for its relevant active period, after which all copies and backups will be eradicated.

If required, please contact Penny Logsdail (SUMMERHOUSE Owner) to see the full General Data Protection Policy for further details.

Created - 2 June 2021
Review Due – June 2022.