

## CYL CONFIDENTIALITY POLICY

**Community Youth London has a commitment to keeping personal details and sensitive information confidential.**

Volunteer/worker/tutor should regard all information they have access to be given as a result of their work as being confidential unless advised otherwise. No information should be released to third party without first seeking the agreement of Community Youth London and/or the individual concerned, as appropriate.

CYL has a duty to safeguard the information contained with application forms and so on.

Volunteers/Worker/tutor should not disclose personal details (home address, telephone number etc) to children and young people but should use their project address when an address has to be agreed.

Volunteers/Worker/Tutor has the right to access their own personal records including application form, police check, supervision reports and so on, Should you wish to see these records it can be arranged through the Center Manager of Community Youth London.

### Underlying Principles:

1. Information about an individual belongs to them. Therefore individuals have a right to expect their personal information to be kept confidential. This principle also recognizes that individuals have the choice over what information they want to share, if any.
2. Individuals have a right to know what is meant by confidentiality and in what circumstance information normally kept confidential may be shared and with whom. (These exceptions to the policy are described below).
3. These values apply to all individuals involved with Community Youth London, the staff, volunteers or members of other organisations working with CYL.

### Undertaking:

1. CYL will ensure that all its staff and Volunteers are aware of the need to maintain the confidentiality of information relating to the personal details of the children and young people.
2. This requires them not to divulge the personal details of any user of the services provided by CYL, the requirements of such, or any details of the response in any form of CYL.

### Data Protection

All personal information (computerized or otherwise recorded) collected and held by the project is covered by the Data Protection Act. This Act requires that all those using or collecting the information to abide by certain key principles.

The personal data collected must be obtained and processed fairly and lawfully;

- Held for the lawful purpose described in the registration.
- Used only for those purposes, and disclosed only to appropriate people.
- Adequate, relevant and not excessive in relation to the purpose for which they are held.
- Accurate and where necessary, kept up to date.
- Accessible to the individual concerned who, where appropriate, has the right to have information about themselves corrected or erased properly.
- Safeguarded.