

**THE ASSOCIATION OF TEESDALE DAY CLUBS**  
**Policy Document**  
**Number 11 Issue 05**

**Confidentiality/Data Protection Policy**

The Trustees of the Association of Teesdale Day Clubs (in future referred to as the Association) believe in protecting the right to confidentiality of all those connected with it. This applies to members, volunteers, employees and trustees.

**Policy**

Any information, written or verbal, held or known about any person associated with the Association as a member, volunteer, staff member or trustee, will be treated in the strictest confidence, unless there is explicit consent given for its use, or where there are clear safeguarding or legal reasons for that information to be shared without prior consent.

The Association will ask all members and volunteers on joining the Association to indicate acceptance and understanding of our legitimate interest to hold their personal details (data) on our electronic and physical records.

The Association will comply with any legal requirements and the principles of the General Data Protection Regulation (GDPR) of the Data Protection Act.

**Principles**

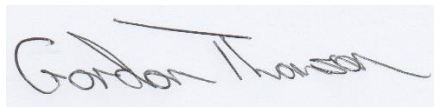
- All personal information (data) will be treated as confidential.
- All personal information will be stored in locked storage cabinets or password protected.
- Up-to-date virus, malware and firewall protection will be always held.
- Access to personal information will be on a 'need to know' basis only and tasks associated with managing or handling data will be allocated under the direction of the Manager to always ensure confidentiality and safe handling.
- No personal data held by the Association will be passed or sold to a third party or used for any purposes other than those essential for the provision of a safe and effective service.
- Any staff member found to infringe this policy will face disciplinary action.
- Any volunteer or other person found to infringe this policy will be excluded from relevant activity and involvement and may be asked to leave.
- Everyone involved with the association has a personal responsibility for ensuring that confidentiality is a key priority in all their communications and actions. However, responsibility rests with the trustees and staff to ensure that the policy is understood by everyone and upheld.

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- Where there is a safeguarding issue, or suspected safeguarding issue, concerning any member, volunteer or member of staff, confidentiality is of supreme importance and the safeguarding policy and procedure must be always followed.

**Reviewed and approved by the Board of Trustees and signed on their behalf by the Chairman:**

A handwritten signature in black ink, appearing to read 'Gordon Thomson', is written over a light blue rectangular background.

**Date approved: 17/06/2021**