



The Trust for Developing Communities

Confidentiality Policy

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Key contact	The Administrator
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1. Any information and documents provided to the Employee, Volunteer or Trustee by The Trust for Developing Communities (TDC) shall be and shall remain the TDC's exclusive property and the Employee undertakes and agrees:
 - a) to maintain strict confidentiality in respect of all such information and documents and use them only for the purposes of TDC and for no other purpose; and
 - b) on request immediately to return all such information and documents to TDC.
 - c) These are continuing obligations and shall continue in full force and effect during an employment term and for a period of 2 years after its termination.
 - d) The obligations of confidentiality shall not apply to any information or material which the Employee can prove was in the public domain at the time of receipt by the Employee.
2. No confidential issue is to be discussed with, or revealed to, any person or organisation outside The Trust for Developing Communities except:
 - a) with the express permission of the person or persons seeking counsel or help
 - b) where the worker believes that the person is imminently intent on an act of self-harm or of significant harm to self or to another
3. In cases as outlined in 2a and 2b these principles will be followed:
 - a) in the course of discussion, if the worker feels that information is likely to be revealed that could make continued confidentiality impossible, the person

shall be immediately informed of the implications of continuing to reveal such information

- b) where information is to be revealed to any individual or organisation outside TDC, the exact nature of such information and to whom it is to be revealed must be disclosed to the person. Workers will regard it as a priority to support and encourage people to reveal such information for themselves.

4. In implementing this policy, the following need to be borne in mind:

- a) This policy applies to all involved in TDC, whether they are in worker or management roles, paid or voluntary.
- b) If any member of staff or a volunteer fears for the safety or welfare of a person or for their own protection, they must inform their line manager or Child and Vulnerable Adult Protection Officer (CVAPO) immediately. If the CVAPO is unavailable, the line manager will take a lead and make sure all necessary steps are taken by the organisation and that the worker is fully supported.
- c) All staff should encourage adults and young people to report incidents themselves to the appropriate authorities and support them through this process. Line managers must support workers to do this.
- d) Discussions/emails where confidentiality is an issue should emphasise the factual and avoid trivialisation and gossip.

Any information received is to be regarded as confidential within the organisation. It may only be shared with other staff with respect and discretion.