

## Confidentiality in the Workplace Policy

### Confidentiality

Confidential information is information that should be kept private, and professionals should not tell other people personal things about you unless you say they can, or if it is absolutely necessary.

Confidentiality is simply the act of keeping that information private. Confidentiality is about privacy and respect for your wishes and those of others. It is extremely important in your relationships with colleagues.

### Personal Information

The Data Protection Act 2018 tells organisations how they should deal with your personal information.

- The information Tina's Tots holds on you should be up-to-date, accurate and relevant.
- Tina's Tots should not hold more information about you than they need.
- Tina's Tots should not hold the information for longer than they need.
- Tina's Tots should also make sure that employee's only have access to your personal information if they really need access to it.

Personal information used at Tina's Tots can include names, numbers, addresses, referrals, development plans, sickness, disciplinarys, suitability, previous employment, age, absences, health and other.

All the above information is considered sensitive and confidential, and Tina's Tots withhold the right for this information to be held within the senior management team. If for any circumstances this information is passed to other colleagues this must be done with consideration and sensitivity to with whom the information is about.

### Sharing Information

If employees deem necessary to confide in other colleagues about their own personal information, Tina's Tots ask that this information is kept within range of two staff members including the person disclosing the information about themselves. Tina's Tots then ask that this information be brought to senior management attention and then investigations will be carried out by them. Tina's Tots ask for personal information not to be disclosed through Electronic devices and Social Media.

This procedure is to protect both the person disclosing the information and the person receiving the information. Tina's Tots will not tolerate multiple disclosures of personal information amongst colleagues, and this will be seen as 'gossiping'.

Workplace gossip is informal chatter about work colleagues and/or their acquaintances. Workplace gossip can lead to

- Loss of productivity.
- Increased sick leave.

- An allegation of workplace bullying.
- Management time spent counselling employees.
- Management time spent investigating incidents.
- Low morale amongst staff.

Professionals can share information without your consent if:

- There is a risk of serious harm to you or to others
- There is a risk of a serious crime
- Staff will follow the correct lines of communication.

#### Protecting Confidential Information

- At Tina's Tots we regularly handle confidential information, and therefore take the following steps to ensure the information is protected adequately.
- We ensure that confidential information is always locked away at night, and not left unattended during the day.
- We password-protect sensitive computer files and use managers only devices and USB sticks to ensure only management have access to personal files.
- We mark confidential information clearly as such and ensure that paper copies are shredded.
- We ensure that management only disclose confidential information to those who need to know, and they are held to confidentiality rights.
- We have disciplinary procedures in place in the event of confidential information shared without consent.
- We keep confidential documents within the premises at all times.
- We keep references of all are staff on site.

#### Government Guidance

The Human Rights Act 1998 protects your rights in line with the European Convention on Human Rights. Article 8 of the convention says that you have the right to respect for your 'private and family life'. At Tina's Tots we respect this and ensure that all information received in management is handled with sensitivity and confidentiality.

#### Correct Lines of Communication

It is vital that all staff understand and appreciate confidentiality and the correct line of communication. Please see the correct lines of communication policy for more information.

Written by: K Adams

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