



Activity Junction LTD

Confidentiality Policy

Activity Junction reviews all policies on a regular basis to demonstrate good practice, regulations and legislation changes as required.

1. Policy Statement

Activity Junction Ltd is committed to maintaining the highest standards of confidentiality in all aspects of our work. We respect the privacy of children, young people, vulnerable adults, families, and staff, and ensure that personal information is handled securely, sensitively, and lawfully.

This policy outlines how we protect confidential information and the circumstances under which information may be shared.

2. Aims of the Policy

- To protect the rights and dignity of all individuals who engage with our services.
- To ensure compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- To promote trust between staff, families, external professionals, and service users.
- To clarify when and how confidential information may be lawfully shared, especially in relation to safeguarding.

3. Scope

This policy applies to:

- All staff, volunteers, contractors, and session leaders at Activity Junction Ltd
- Anyone accessing our services (e.g., parents, carers, children, vulnerable adults)
- Any external professionals working in partnership with us

4. What Is Confidential Information?

Confidential information includes, but is not limited to:

- Personal details (name, address, date of birth)
- Health or medical information
- Educational needs or disabilities
- Safeguarding disclosures or concerns
- Family, social, or financial circumstances
- Observations or records made by staff about an individual

5. How We Protect Confidential Information

- Information is stored securely in locked files or password-protected systems.
- Only authorised personnel have access to sensitive information.
- Records are only kept as long as necessary, in line with our data retention policy.
- Conversations involving personal information are held in private and not discussed in public or casual settings.

6. Sharing Information

We will not share confidential information with anyone outside Activity Junction Ltd unless:

- We have clear written consent from the individual (or their parent/guardian/carer).
- There is a safeguarding concern or risk of harm to a child, vulnerable adult, or others.
- We are legally required to do so (e.g., by a court or statutory agency).
- It is necessary for medical emergency or safety reasons.

When sharing is necessary:

- We follow the principles of proportionality and necessity.
- We explain what is being shared, with whom, and why—unless doing so would increase risk.

7. Staff and Volunteer Responsibilities

All staff and volunteers:

- Must sign a Confidentiality Agreement as part of their induction.
- Must follow this policy in all their communication and record-keeping.
- Must report any breaches or concerns about information security to management immediately.

8. Breaches of Confidentiality

Breaches of this policy—whether intentional or accidental—will be taken seriously and may lead to:

- Disciplinary action
- Termination of role or contract
- Referral to the Disclosure and Barring Service (DBS) or other authorities in serious cases

9. Confidentiality and Safeguarding

Confidentiality must never prevent a staff member from acting on concerns about a child or vulnerable adult's welfare.

In safeguarding cases, information may be shared with the Designated Safeguarding Lead (DSL), local authorities, or police as appropriate, in line with our Safeguarding Policy.

10. Review

This policy will be reviewed annually or following any major incident or legislative change.

Date of last review: 24th April 2025

Next review due: 24th April 2026

Approved by:
Emma Devine – Director
Activity Junction Ltd